Job Classification Specification

Human Resources Consultant 2

Second level of Human Resources Consultant. Designs, implements and monitors a variety of human resource programs impacting staff from all University employee groups. Anticipates and plans for long-term human resource needs and trends in partnership with business management. Is recognized as an expert within the organization, both within and beyond own function. Operates with minimum supervision in a complex environment.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)
Partners with senior management to develop and implement short and long-term human resources goals and plans for large and complex units. Advises department heads and managers on complex human resources issues.

Provides program management that has high visibility and impact (executive recruitment, labor relations, and policy).

Assesses the effectiveness of current programs and prepares proposals for new programs, strategies, and procedures. Champions new programs.

Proposes unit concerns to the labor relations process. Prepares hearing officer for their role. Facilitates the actual labor hearing.

Negotiates labor contracts and makes binding labor decisions. Responsible for ensuring open communication with union representatives.

Leads project teams in the development and implementation of programs. Often provides directions to less experienced HR Generalist or Specialist.

May manage all human resources activities for a moderate scale college or department. Often provides directions to less experienced HR Generalist or Specialist.
Human Resources Consultant 2 (cont’d)

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and when additional resources for task completion are required.

Complexity and Problem Solving

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, requiring creativity and the development of new approaches when resolving issues.

Required Qualifications

Requires BA/BS with at least 8 years of experience; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.

Effective 10/22/13