Job Classification Specification

Human Resources Consultant 3

Third level Human Resources Consultant. Works with senior management to design long term strategic programs that have University wide impact. 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.)
Manages human resources programs of broad scope that involves significant management of risk.

Responsible for the strategic alignment, long-term planning, and management oversight of solutions and services.

Establishes and fosters partnership with leadership and key stakeholders across the University to ensure compliance and operational excellence.

Prioritizes key projects and provides high level leadership to ensure successful execution.

Develops and present proposals for new programs or policies to senior management.

Position at this level is responsible for obtaining buy-in on proposals from senior leaders.
Human Resources Consultant 3 (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

Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures, and remain focused on objectives -- seeking assistance only when highly difficult issues arise or when confronted with problems of considerable material or political consequence.

Complexity and Problem Solving

Problems are frequently unique and unexpected. Resolution of issue needs expert level knowledge of discipline and the ability to push back on internal processes to determine the root cause of the issue. Issues are those that have campus or university wide impact.

Required Qualifications

Requires BA/BS with at least 10 years of experience; may lead a highly specialized/technical area. Often has developed a specialty area (or areas of expertise) in which he/she is recognized as particularly proficient.

Effective 10/22/13