Job Classification Specification

Human Resources Manager 1

This is the first-level in the HR management series. Responsible for supervision of a small or medium scale homogeneous department or larger process-oriented area whose members perform like activities.

Position at this level may have a portion of time spent on performing individual tasks related to the department; however supervisory activities must be primary job function.

Typically supervises three or more staff.

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.)
Supervises human resources processes and partners with unit senior management to establish procedures and unit specific guidelines for variety of HR programs for recruiting, classification and compensation, performance review, promotion, etc.

Determines and aligns staff work plans and goals with the overall strategies established for the department. Provides oversight to ensure that goals are met.

Provides consultation and training to department administrators, staff, and faculty members regarding human resources tools and services.

Ensure consistency and clarity in the interpretation and administration of HR policies in accordance with University and unit specific policies.

Allocates resources and monitors expenditures. Approves expenditures within assigned budget.

Typically supervises three or more support and/or professional staff.
Human Resources Manager 1 (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

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

Complexity and Problem Solving

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity -- understands the smallest details of a circumscribed area.

Required Qualifications

Requires BA/BS with at least 6 years of experience; may supervise a small homogeneous department or larger process-oriented area whose members perform like activities.

Supervision

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 10/22/13