Job Classification Specification

Human Resources Manager 2

This is the second-level in the HR management series. Responsible for managing, planning, and implementing human resources programs and policies for University-wide HR programs or a variety of HR functional areas for small to moderate scale college/administrative units with staff in all of the University’s employee groups (e.g. labor represented, professional, supervisory, and managerial; P&A, and faculty).

A significant amount of time is spent on strategic analysis and management responsibilities.

Typically supervises three or more HR support and professional 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.)

Leads, develops, and directs the short-term and long-term HR strategies supporting business objectives, ensuring alignment with University policy.

Initiates and develops human resources programs and processes to support short term and long term college/department plans.

Supports unit by providing consultation on HR policies, practices, and procedures to unit leadership, managers/supervisors, and employees to address any issues. Ensures consistency and clarity in the interpretation and administration of HR policies in accordance with University policy.

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

Keeps abreast of changes in guidelines, laws and regulations related to area of responsibility and ensures compliance with federal, state, local laws and regulations.

Manages budgets which include allocating resources and monitoring expenses. Forecasts unit expenses and provides input or develops assigned budgets.

Typically supervisor three or more human resources staff.
Human Resources Manager 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 additional resources for task completion 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, necessitating enterprise and new approaches.

Required Qualifications

Requires BA/BS with at least 8 years of experience and prior oversight of a small department or cross-disciplinary team; 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.

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