Job Classification Specification

Human Resources Manager 3

This is the third-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 moderate to large 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 manages three or more HR support and professionals 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 support and/or professional staff.
Human Resources Manager 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 troubles arise or when confronted with problems of considerable material or political consequence.

Complexity and Problem Solving

Problems are frequently unique and unexpected; facility with discipline and concept of excellence allows incumbent to "tear apart" processes, question assumptions, etc. in order to identify problems and get to the heart of an issue.

Required Qualifications

Requires BA/BS with at least 10 years of experience; most often runs a department that requires in depth understanding of two or more subject areas, or oversees a highly specialized/technical area; often has developed a specialty area (or areas of expertise) in which he/she is particularly proficient and recognized for.

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