Job Classification Specification

Human Resources Director 1

This is the fourth-level in the HR management series. Manages, plans, and implements University-wide HR programs or a full range HR programs and policies for a single large and complex college or multiple diverse colleges.

Identifies broad objectives, directs significant programs, and functions with a very high degree of autonomy.

Typically manages three or more HR professionals and supervisors.

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 unit business objectives, ensuring alignment with University policy.

Partners with senior leadership to cultivate a work environment which attracts rewards, engages, and develops high performing employees.

Addresses current and future people and organizational challenges and opportunities, provides day-to-day direction to the design and implementation of HR programs/systems and oversees professional human resources consultation to a variety of human resources areas.

Partners with unit leadership team in strategic planning, organization alignment, and prioritizing initiatives.

Typically deals with complex situations, requiring multiple touch points with various stakeholders.

Responsible for leading a team of professional HR staff.
Human Resources Director 1 (cont’d)

Operational Role

Determines how to achieve the directives set by the institution’s strategy and top executive leadership generally by developing new systems, new products/offering, new methods or approaches, and new operating procedures; considers the intentions/goals of the institution and figures out the best way to fulfill them.

Scope of Measurable Impact

Actions have a measurable effect on a major unit or function of the institution; measures generally concern financial health/profitability, customer service, student experiences, and productivity.

Independence and Decision-Making

Incumbents act with substantial discretion, balancing several goals at once with the idea to minimize costs/risks and maximize benefits/returns.

Complexity and Problem Solving

Develops innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the institution; is usually responding to new situations and circumstances that require attention -- invention occurs in the course of solving specific problems.

Required Qualifications

Requires a BA/BS and at least 12 years of experience; exhibits technical and operational mastery of an area and has proven management experiences and history of successes in supervising groups; has demonstrated excellence in a discipline and understands the implications of decisions and actions on segments of the organization outside one's immediate area.

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 as of 10/22/2013