Office of Human Resources

Job Classification Specification

Human Resources Director 2

This is the fifth level of HR management series. The position has the responsibility to direct University-wide human resource programs to ensure the organization's current and future HR requirements are met. These programs may include: talent requisition, employee relations, labor relations, classification and compensation/remuneration, employee benefits, organizational effectiveness, equal employment/affirmative action, etc.

Accountable for the performance of the function with significant responsibility to formulate and administer policies, strategies, and systems that affect major HR policies and processes of the University.

Typically directs critical programs through a diverse team of subordinate managers.

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.)

Oversees and has accountability for all administrative and operational activities of the HR organization, including setting priorities, discretionary control of a budget, legal compliance, adherence to University policies, and management of staff. Provides strategic vision and directs to staff through subordinate managers.

Creates, monitors, and refines the HR strategy for University-wide HR function that achieves and aligns with institutional strategic objectives to maximize efficiencies, achieve operational effectiveness and ensure service excellence.

Responsible for cultivating a work environment which attracts, rewards, engages, and develops high performing employees.

Partners with VP, HR Leads and OHR leadership team to understand the needs of the University and key stakeholders to ensure that the requisite human resource infrastructure and quality services are in place.

Responsible for leading a large team of HR professionals and managers.
Human Resources Director 2 (cont’d)

Operational Role

Determines how to achieve the directives set by the institution’s strategy and top executive leadership by developing new systems, new products/offerings, 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 at this level are the ones who are most often asked to "figure it out," to come with ideas and actions that will make the institutional strategy "real".

Complexity and Problem Solving

Figures out how to get the institution from "here" to "there," creatively using the mission and goals of the institution as a guide to fulfill objectives that are established in concert with the most senior managers.

Required Qualifications

Requires BA/BS and at least 15 years of experience; often an expert in a specialized field or complex operation, and the final authority on a matter of financial significance to the institution; understands the nuances, fine print, trade-offs, exceptions, etc. of an issue.

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