Title: Associate Director, HR Operations & Analytics  Pay Scale Group: 19

Essential Function

Under general direction from the Chief Human Resources Officer, directs the daily functions of HR operations and analytics. Oversees HR Operations, information management and designated office staff; plan organize and direct HR operations and advise the Chief Human Resources Officer on time sensitive and priority issues.

Characteristic Duties

- Direct and lead designated HR Operations & Analytics team. Assign and monitor work activities. Train, develop and motivate department employees to support excellence in customer service.
- Participate as a member of the human resources management team involved in strategic planning, policy development and systems impacting the University.
- Participate in human resources policy and procedure development and implementation; recommend enhancements to existing operational procedures and processes.
- Monitor effectiveness of services and performance against benchmarks to ensure best practice approach; compile data, prepare reports and summarize for review.
- Develop, plan, facilitate and/or conduct training programs which support the University’s Human Resources mission and varied operational services.
- Act as a liaison between designated administrator and staff to keep them informed on matters of University policies, procedures and human resources initiatives.
- Responsible for the security, access and release of employee data as authorized.
- Provide direct supervision to exempt and non-exempt staff.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; experience. Degree must be in Human Resources Management, Personnel Administration, Public or Business Administration, Labor and Employee Relations or related field.

Last updated: July 2013