Title: Director Human Resources & Labor Relations  

Pay Scale Group: 21-1

Essential Function

Under general supervision from a designated administrator, manage payroll, hiring and separations; advise managers; represent the university in labor negotiations, grievances and arbitrations; administer and interpret bargaining agreements; supervise, coach and engage employees; assist in training, succession planning, recruitment and diversity efforts.

Characteristic Duties

Manage payroll for business unit(s).

Manage hiring and separations process for business unit(s).

Advise managers on human resources policies and bargaining agreements.

Serve as university spokesperson in labor negotiations and adjudications.

Identify issues; develop action plans, proposals and strategies for negotiations.

Provide advice and consultation to managers on a wide range of matters including, but not limited to: discipline and performance issues, conflict resolution, recruitment, succession planning.

Provide information and interpretation related to employment law and human resources policies and procedures.

Provide direct supervision to employees.

Perform related duties based on departmental need.

Minimum Qualifications

Graduate degree with five (5) years of experience, law degree preferred; -OR- bachelor’s degree with seven (7) years of experience; Degree must be labor relations or related field. Experience must be in labor and employee relations and human resources management. Advocacy experience required.