**Title:** Director, HR Operations & Analytics  

**Pay Scale Group:** 21 A

### 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.

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