Title: Human Resources Director

Pay Scale Group: 21

Essential Function

Provide consulting to assigned departments, colleges and divisions on general human resources services (strategic consulting services and guidance on employment procedures, employee relations, organizational development, training, compensation and/or benefits administration, and equal employment opportunity).

Characteristic Duties

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.

Develop, implement and maintain specialized human resource services and project initiatives for the University.

May provide direct supervision to exempt and non-exempt staff.

Perform related duties based upon departmental need.

Minimum Qualifications

Bachelor’s degree with seven (7) years of experience; -OR- Associate’s degree with nine (9) years of experience; Degree should be in Human Resources Management, Personnel Administration, Public or Business Administration, Labor and Employee Relations or related experience.

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