**Title:** Sr HR Director, Provost Operations

**Pay Scale Group:** 21-1

**Essential Function**
Directs and oversees the de-centralized HR activities in the Provostal colleges and units and provides support and guidance to HR professionals and Business leaders in the Provostal colleges, units, as well as Provost Staff.

**Characteristic Duties**
Serve as HR liaison between the colleges and academic units that report to the Provost and the UC Human Resources department.

Provides advice and counsel to employees, supervisors and administrators on Human Resource policy, performance, discipline and grievance related issues.

Monitor effectiveness of services and performance against benchmarks to ensure best practice approach; compile data; prepare and summarize reports.

Ensures compliance with State and Federal laws and University rules policies and procedures.

Responsible for complying with all applicable collective bargaining agreements between the University and the assigned constituent employees.

Maintains organizational structure in UCFlex including cost distribution and planned compensation.

Oversee recruitment and hiring process, ensuring the appropriate budget exists for all positions and HR actions.

Prepare, approve and review Position Maintenance Requests, Requests for Reassignments and PCR’s.

Creates, generates and distributes a variety of reports from UCFlex and BW to assist in the efficient operations of the Provost Business Office, and the business operations office of each college/ unit.

Coordinates the merit salary increase process and the salary adjustment process for the Provost division.

Lead the vacancy review committee, participate in the Human Resources policy committee and serve on any ad-hoc groups/ committees as assigned by the Provost, Vice Provost and/or Assistant Vice President.

Provide direct supervision to exempt and non-exempt staff.

Perform related duties based upon departmental needs.

**Minimum Qualifications**
Bachelor’s degree with twelve (12) years of related experience; - Degree should be in Human Resources Management, Personnel Administration, Public or Business Administration, Labor and Employee Relations or related experience.