Title: Human Resources Manager

**Essential Function**

Under general supervision from a designated administration, provide management and consultation on various human resources issues to specified areas of the University.

**Characteristic Duties**

Act as a manager for assigned business areas.

Works with hiring coordinators and HR Business Partners to identify critical organizational needs.

Act as a resource for special projects and human resources programs (e.g., recruitment and employment; employee records; payroll and benefits administration; and training).

Act as a liaison to University and external agents.

Provide supervision, coaching, direction, and act as a resource for junior HR personnel.

Research and answer any questions pertaining to salary, benefits, personnel, and employment/personnel issues for employees and managers.

Develop policies and procedures.

Contribute to negotiations.

Plan, organize, and complete special projects, reports, and analyses.

Prepare reports and administer programs to ensure compliance with University, local, state and federal regulations.

Coordinate employee training to promote professional development.

Represent the University and serve on various committees.

Perform related duties based on departmental need.

Provides direct supervision to exempt and non-exempt staff.

**Minimum Qualifications**

Bachelor’s degree with five (5) years of experience. Degree must be in human resources or related field. Experience must include at least one (1) year supervision.

Pay Scale Group: 17-1