



Family: Organizational Development

Level: AM1

Position Profile Title: Administrator 1-HR

Salary Grade	Minimum	Midpoint	Maximum
10	\$124,812	\$171,660	\$218,496

PROFILE SUMMARY:

Positions in this profile serve on the senior leadership team within University Human Resources, and contribute to the planning, implementation and oversight of strategic initiatives to advance Human Resources practice at the university. These positions have delegated authority from, and may stand in for, the Chief Human Resources Officer as necessary. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They are responsible for managing staff in university-wide Human Resources functions, and they determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Administrator 1-HR profile is the delegated authority to serve in place of the Chief Human Resources Officer as appropriate and necessary. Positions participate in the development of the overall strategic vision and budget of University Human Resources as a member of the senior leadership team. Positions in this profile have university wide scope and may establish policy for the university in multiple functions within Human Resources.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides management and oversight of the operations of assigned areas within the University Human Resources, including development and implementation of short and long term goals and objectives to further the mission and strategy of the Human Resources and the Division of Finance and Administration.
2. Acts as subject matter expert, providing counsel and assistance to university executive leadership, departments and the HR Service Center including interpreting and ensuring compliance with university policy, collective bargaining agreements, state, and federal guidelines and regulations.
3. Ensures training and resources for staff expertise and development.
4. Participates as a member of the senior leadership team for the Office of Human Resources.
5. Recommends and develops policies and procedures to executive leadership to minimize/eliminate risk and ensure compliance.
6. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.
7. Creates, manages and maintains internal and external relationships by participating in cross-functional task forces and professional organizations.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.



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Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of classified or unclassified employees, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Has responsibility for making decisions on hiring, termination and pay adjustments.

Monitors, informs and reports University fiscal/financial functions externally.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

Bachelor's degree in Business, Human Resources or related field.

Eight years of experience including progressively responsible program administration and project management in human resources with a functional understanding of effective human resources management practices.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.