



Family: Organizational Development

Level: AM3

Position Profile Title: Administrator 3-HR

Salary Grade	Minimum	Midpoint	Maximum
8	\$86,688	\$119,232	\$151,764

PROFILE SUMMARY:

Positions in this job profile perform supervisory and managerial work within a function of university wide human resources. Duties performed include developing, implementing, and evaluating short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. They participate in strategic planning efforts as part of the management team. They are responsible for managing staff, and 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 3-HR profile is the management and oversight of a single, university wide human resource function/discipline. Positions participate in the development of the overall strategic vision and budget of University Human Resources (UHR) as a member of the leadership team. Positions in this profile have university wide scope and establish policy for the university in an assigned function within UHR.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides management and oversight of the daily operations of the assigned function within University Human Resources, including development and implementation of short and long term goals and objectives to further the mission and strategy of UHR and Finance and Administration Division.
2. Acts as subject matter expert, providing counsel and assistance to University departments, HR Strategic Partners, and the 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 leadership team for University 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 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.

Decisions impact:

- Entire University
- Functions across the University



Position Profile

Family: Organizational Development

Level: AM3

Position Profile Title: Administrator 3-HR

Salary Grade	Minimum	Midpoint	Maximum
8	\$86,688	\$119,232	\$151,764

- 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.

5 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.