Human Resources Job Function

HR Program Mgt V
Grade: 59
Job Code: H0859M
Job Family: HR Program Management
Job Family Matrix: HR Program Management Matrix

Summary
Lead strategic planning for and oversee design, implementation, coordination, and tracking of a wide variety of workforce programs and initiatives (leadership development, manager development, employee engagement surveys and related initiatives). Provide leadership in change processes to create a culture of productivity and engagement.

Core Duties
• Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
• Partner with managers, faculty, staff, and bargaining unit representatives to understand business needs and strategically address workplace issues through programming
• Create and deliver human resources programs and initiatives, and offerings to a range of audiences, guided by relevant metrics to enhance the University environment
• May solicit for and select vendors, negotiate contracts, evaluate performance, and manage ongoing service relationships
• Provide specialized research, data analytics, and reporting to evaluate performance and inform decision-making
• Seek efficiencies and lead improvements in program processes and systems
• Lead communications planning and execution; produce reports and/or presentations
• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications
• Bachelor’s degree or equivalent work experience required
• Minimum of 8 years’ relevant HR experience
• Project and/or program management experience
• Supervisory experience

Additional Qualifications and Skills
• Master’s degree in relevant field
• Knowledge of Microsoft Office Suite and HRIS applications and analytics
• Advanced knowledge of employment law and HR policies and practices; financial/business acumen

Certificates and Licenses

Physical Requirements

Working Conditions
• Work is performed in an office setting