

## Job Family Matrix

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|--|--|---|--|
| <b>Job Function:</b> Human Resources   |  | <b>Job Family:</b> HR Program Management - Professional   |  |
| <b>Job Family Summary:</b> Provide human resources program design, planning, implementation, coordination and tracking for a wide variety of workforce programs and initiatives to promote an inclusive and innovative work environment.   |  |   |  |
|  |  |   |  |
| <b>Job Title:</b> HR Program Manager II  |  | <b>Job Title:</b> HR Program Manager III  |  |
| <b>Job Code:</b> H0856P  |  | <b>Job Code:</b> H0857P   |  |
| <b>Grade Level:</b> 56 <b>Exemption:</b> Exempt  |  | <b>Grade Level:</b> 57 <b>Exemption:</b> Exempt   |  |
| <b>Effective/Revision Date:</b> December 2017  |  | <b>Effective/Revision Date:</b> December 2017   |  |
| <b>Job Summary</b>   |  | <b>Job Summary</b>  |  |
| Independently provide human resources program services for assigned school or unit(s) and/or Senior HR.  |  | Independently manage a broad range of Human Resources program(s) for assigned client groups and/or Senior HR.   |  |
| <b>Core Duties</b>   |  | <b>Core Duties</b>  |  |
| <ul style="list-style-type: none"> <li>• Act as primary source of information on all Human Resources related programs</li> <li>• Participate in the development and implementation of program planning</li> <li>• May manage leave management and accommodation processes</li> <li>• Provide training to clients/staff</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul> |  | <ul style="list-style-type: none"> <li>• Administer and manage program activities in accordance with established organizational goals and schedules</li> <li>• Maintain and enhance existing programs; collaborate with clients to identify, troubleshoot, and resolve operational issues</li> <li>• Recommend options to improve existing programs and optimize resources</li> <li>• Provide guidance on best practices and standards</li> <li>• Contribute to project planning to design and implement new programs</li> <li>• Provide program related metrics and reports to aid in decision-making</li> <li>• Draft communications, reports and/or presentations</li> <li>• Provide training to clients/staff</li> <li>• May function as subject matter expert or project lead</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>  |  |
|  |  | <ul style="list-style-type: none"> <li>• Conduct needs assessments and design, organize, develop, administer and manage activities to align with organizational goals</li> <li>• Maintain and enhance existing programs; collaborate with managers to diagnose and resolve issues</li> <li>• Identify issues and possible resolutions, and pursue all necessary follow-up on key project tasks</li> <li>• Support HR Consultants by sharing tools, resources and best practices for different HR programs</li> <li>• Recommend options to adjust project priorities to optimize resources</li> <li>• Generate program analytics and reports to management and senior HR to aid decision-making</li> <li>• Draft communications, reports and/or presentations</li> <li>• Provide training to clients/staff</li> <li>• Function as subject matter expert or project lead</li> <li>• May proactively identify prospective value adding initiatives for the HR community</li> <li>• May convene local and/or university-wide various cohorts to facilitate the identification and sharing of best practices</li> <li>• May serve as a back-up point of contact for HR Consultants as needed</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul> |  |

## Job Family Matrix

| Basic Qualifications   | Basic Qualifications   | Basic Qualifications   |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 3 years' relevant HR experience</li> <li>• Project and/or program management experience</li> </ul>           | <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' relevant HR experience</li> <li>• Project and/or program management experience</li> </ul>           | <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant HR experience</li> <li>• Project and/or program management experience</li> </ul>           |
| Additional Qualifications and Skills   | Additional Qualifications and Skills   | Additional Qualifications and Skills   |
| <ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Working knowledge of employment law, and HR policies and practices; financial/business acumen</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; financial/business acumen</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; financial/business acumen</li> </ul> |
| Certificates and Licenses  | Certificates and Licenses  | Certificates and Licenses  |
|  |  |  |
| Physical Requirements  | Physical Requirements  | Physical Requirements  |
|  |  |  |
| Working Conditions   | Working Conditions   | Working Conditions   |
| <ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>   | <ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>   | <ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>   |

## Job Family Matrix

|  |   |
|--|---|
| <b>Job Function:</b> Human Resources   | <b>Job Family:</b> HR Program Management - Professional |
| <b>Job Family Summary:</b> Provide human resources program design, planning, implementation, coordination and tracking for a wide variety of workforce programs and initiatives to promote an inclusive and innovative work environment.   |   |
| <b>Job Title:</b> HR Program Manager V   |   |
| <b>Job Code:</b> H0859P  |   |
| <b>Grade Level:</b> 59   | <b>Exemption:</b> Exempt                                |
| <b>Effective/Revision Date:</b> December 2017  |   |
| <b>Job Summary</b>   |   |
| 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.  |   |
| <b>Core Duties</b>   |   |
| <ul style="list-style-type: none"><li>• Partner with managers, faculty, staff, and bargaining unit representatives to understand business needs and strategically address workplace issues through programming</li><li>• Create and deliver human resources programs and initiatives, and offerings to a range of audiences, guided by relevant metrics to enhance the University environment</li><li>• Provide specialized research, data analytics, and reporting to evaluate performance inform decision-making</li><li>• Seek efficiencies and lead improvements in program processes and systems</li><li>• Lead communications planning and execution; produce reports and/or presentations</li><li>• Function as subject matter expert or project lead</li><li>• May solicit for and select vendors, negotiate contracts, evaluate performance, and manage ongoing service relationships</li><li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li></ul> |   |

# Job Family Matrix

## Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant HR experience
- Project and/or program management experience

## Additional Qualifications and Skills

- Master's degree in human resources
- 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

## Job Family Matrix

|   |   |
|---|---|
| <b>Job Function:</b> Human Resources  | <b>Job Family:</b> HR Program Management - Management   |
| <b>Job Family Summary:</b> Provide human resources program design, planning, implementation, coordination and tracking for a wide variety of workforce programs and initiatives to promote an inclusive and innovative work environment.  |   |
|   |   |
| <b>Job Title:</b> HR Program Mgt IV   | <b>Job Title:</b> HR Program Mgt V  |
| <b>Job Code:</b> H0858M   | <b>Job Code:</b> H0859M   |
| <b>Grade Level:</b> 58 <b>Exemption:</b> Exempt   | <b>Grade Level:</b> 59 <b>Exemption:</b> Exempt   |
| <b>Effective/Revision Date:</b> December 2017   | <b>Effective/Revision Date:</b> December 2017   |
| <b>Job Summary</b>  |   |
| Responsible for the planning, implementation, coordination and tracking of a wide variety of workforce programs and initiatives (leadership development, manager development, employee engagement surveys and related initiatives). Provide guidance and advice to clients.   | 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.   |
| <b>Core Duties</b>  |   |
| <ul style="list-style-type: none"> <li>• 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</li> <li>• Oversee management and administration of programs or services within HR, and respective staff</li> <li>• Conduct needs assessments and design, organize, develop, administer and manage activities in accordance with established goals</li> <li>• Maintain and enhance existing programs; collaborate with managers to diagnose and resolve issues</li> <li>• Identify issues and possible resolutions, and pursuing all necessary follow-up on key project tasks</li> <li>• Act as an advisor to department managers and staff on project tools, best practices, and standards</li> <li>• Recommend options to adjust project priorities to optimize resources</li> <li>• Provide program analytics and reports to management/senior HR</li> <li>• Support HR Consultants by sharing tools, resources and best practices for different HR programs</li> <li>• Draft communications, reports and/or presentations</li> <li>• May proactively identify prospective value adding initiatives for the HR community</li> <li>• May convene local and/or university-wide various cohorts to facilitate the identification and sharing of best practices</li> <li>• May serve as a back-up point of contact for the HR Consultants</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul> | <ul style="list-style-type: none"> <li>• 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</li> <li>• Partner with managers, faculty, staff, and bargaining unit representatives to understand business needs and strategically address workplace issues through programming</li> <li>• Create and deliver human resources programs and initiatives, and offerings to a range of audiences, guided by relevant metrics to enhance the University environment</li> <li>• May solicit for and select vendors, negotiate contracts, evaluate performance, and manage ongoing service relationships</li> <li>• Provide specialized research, data analytics, and reporting to evaluate performance and inform decision-making</li> <li>• Seek efficiencies and lead improvements in program processes and systems</li> <li>• Lead communications planning and execution; produce reports and/or presentations</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul> |

# Job Family Matrix

| Basic Qualifications   | Basic Qualifications  |
|--|---|
| <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant HR experience</li> <li>• Project and/or program management experience</li> <li>• Supervisory experience</li> </ul> | <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 8 years' relevant HR experience</li> <li>• Project and/or program management experience</li> <li>• Supervisory experience</li> </ul>                      |
| Additional Qualifications and Skills   | Additional Qualifications and Skills  |
| <ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; financial/business acumen</li> </ul>                         | <ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; financial/business acumen</li> </ul> |
| Certificates and Licenses  | Certificates and Licenses   |
|  |   |
| Physical Requirements  | Physical Requirements   |
|  |   |
| Working Conditions   | Working Conditions  |
| <ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>   | <ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>  |