

## Human Resources Job Function

### HR Generalist III

Grade: 57

Job Code: H0457P

Job Family: HR Generalist

Job Family Matrix: [HR Generalist Matrix](#)

#### Summary

Independently provide a broad range of Human Resources advice and services for assigned client groups and/or Senior HR.

#### Core Duties

- Advise managers on legal guidelines for hiring, managing, disciplining, and evaluating employee performance
- Partner with managers to drive effective performance management and individual priorities
- Provide coaching to management and staff to encourage effective communication, objective problem resolution, and productive development conversations
- Work with managers and department heads regarding all compensation requests
- Develop necessary metrics/reports to support decision making
- Assist with the buy-in and implementation of processes of organizational change initiatives and HR programs
- Manage and implement the annual merit increase and bonus process
- May provide training to clients/staff
- May consult with hiring managers and coordinate various recruiting and hiring activities
- May administer various HR programs
- May collaborate with a centralized HR function to provide service
- 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 5 years' relevant HR experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite and HRIS applications and analytics
- Advanced knowledge of employment law and HR policies and practices; financial/business acumen
- Demonstrated experience with the administration of bargaining unit policies and procedures

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting