

Human Resources Job Function

HR Generalist IV

Grade: 58

Job Code: H0458P

Job Family: HR Generalist

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

Summary

Responsible for comprehensive human resources consulting services for a unit(s) or department(s). Provide leadership in change processes to create a culture of productivity and engagement.

Core Duties

- Provide technical guidance, consulting, and problem resolution for human resources related issues
- Consult with managers and employees on employee relations issues
- Coach managers or arrange coaching in performance management, employee relations, retention and career development
- Advise, interpret, communicate, and participate in the development of HR policies, practices, and processes
- Collaborate with managers to identify issues and enhance organizational design, development or training needs
- Manage salary administration for new hires, reclassifications, reorganizations, and special projects
- Manage compensation activities including conducting equity reviews of all staff; ensure that any contractual increases are implemented accurately and on-time
- Manage and implement the annual merit increase and bonus process
- Provide training to clients/staff
- May Function as subject matter expert or project lead
- May provide recruitment services for hiring managers and departments in collaboration with recruiters
- 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 7 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