

Human Resources Job Function

HR Generalist Mgt IV

Grade: 58

Job Code: H0458M

Job Family: HR Generalist

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

Summary

Manage 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

- 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
- Establish and monitor effective human resources processes and systems
- 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
- 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 provide recruitment services for 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
- Supervisory experience

Additional Qualifications and Skills

- Master's degree in relevant field
- Knowledge of Microsoft Office Suite and HRIS applications and analytics
- Advanced functional knowledge of Human Resources policies and processes; 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