

## Human Resources Job Function

# HR Generalist Mgt V

Grade: 59

Job Code: H0459M

Job Family: HR Generalist

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

### Summary

Lead strategic human resources consulting services for a unit(s) or department(s), in support of/or aligned with local business priorities.

### 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
- Consult with clients on employee relations, recruitment, compensation, learning and development strategies, diversity initiatives, and enhancements to the work environment
- Provide expert advice and coaching to managers and employees
- Collaborate with managers, faculty, staff, and bargaining unit representatives to understand business needs and strategically address workplace issues
- Partner with leadership on organizational transformations, defining HR goals and associated change management and communications efforts
- Lead change processes to create a culture of productivity and engagement
- Create and deliver high quality human resources programs, learning and development opportunities, initiatives, and offerings to a wide range of audiences
- Seek efficiencies and recommend improvements in processes and systems
- Provide specialized research, data analytics, and reporting to inform decision-making
- 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 8 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 knowledge of employment law and HR policies and practices; 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