

Human Resources Job Function

HR Generalist Mgt VI

Grade: 60

Job Code: H0460M

Job Family: HR Generalist

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

Summary

Direct and provide strategic human resources consulting services in the area of complex employee relations matters, organizational design and development, change management, recruitment, compensation, learning and development strategies, and diversity initiatives; broker these services as needed.

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
- Build relationships with senior business leaders to understand needs and develop/deliver tailored HR programs and processes
- Contribute to the business strategy by helping senior leaders to identify, prioritize and build organizational capabilities
- Establish and implement short and long-range goals and services to support key local and university objectives
- Provide strategic human resources consulting services; develop, deliver and manage a full range of HR programs for multiple organizational units
- Address a wide range of complex problems and assist in the resolution of escalated employee relations issues and mediate disputes
- Provide expert advice and coaching to employees and managers
- Collaborate with senior HR leadership to ensure appropriate level of resources as work/projects peak and flow
- Identify opportunities for program and process improvement
- Design and implement effective performance management to create and sustain a high performance workforce
- Represent the school/unit at the university level and to external constituencies
- 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

- Master's degree or equivalent work experience required
- Minimum of 10 years' relevant HR experience
- Supervisory experience

Additional Qualifications and Skills

- 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