

## Human Resources Job Function

### HR Generalist V

Grade: 59

Job Code: H0459P

Job Family: HR Generalist

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

#### Summary

Provide strategic guidance, advice, and leadership to clients on all Human Resources related activities, in support of/or aligned with local business priorities.

#### Core Duties

- 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 effective 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
- Function as subject matter expert or project lead
- 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

#### 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; 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