

Human Resources Job Function

HR Generalist VI

Grade: 60

Job Code: H0460P

Job Family: HR Generalist

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

Summary

Direct 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

- 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
- 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
- Lead program and process/procedure reviews, develop and implement improvements
- Represent the school/unit at the university level and to external constituencies
- 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

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