

Job Family Matrix

Job Function: Human Resources		Job Family: HR Program Management - Professional	
Job Family Summary: Provide human resources program design, planning, implementation, coordination and tracking for a wide variety of workforce programs and initiatives to promote an inclusive and innovative work environment.			
Job Title: HR Program Manager II		Job Title: HR Program Manager III	
Job Code: H0856P		Job Code: H0857P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: December 2017		Effective/Revision Date: December 2017	
Job Summary		Job Summary	
Independently provide human resources program services for assigned school or unit(s) and/or Senior HR.		Independently manage a broad range of Human Resources program(s) for assigned client groups and/or Senior HR.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Act as primary source of information on all Human Resources related programs • Participate in the development and implementation of program planning • May manage leave management and accommodation processes • Provide training to clients/staff • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 		<ul style="list-style-type: none"> • Administer and manage program activities in accordance with established organizational goals and schedules • Maintain and enhance existing programs; collaborate with clients to identify, troubleshoot, and resolve operational issues • Recommend options to improve existing programs and optimize resources • Provide guidance on best practices and standards • Contribute to project planning to design and implement new programs • Provide program related metrics and reports to aid in decision-making • Draft communications, reports and/or presentations • Provide training to clients/staff • May function as subject matter expert or project lead • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	
		<ul style="list-style-type: none"> • Conduct needs assessments and design, organize, develop, administer and manage activities to align with organizational goals • Maintain and enhance existing programs; collaborate with managers to diagnose and resolve issues • Identify issues and possible resolutions, and pursue all necessary follow-up on key project tasks • Support HR Consultants by sharing tools, resources and best practices for different HR programs • Recommend options to adjust project priorities to optimize resources • Generate program analytics and reports to management and senior HR to aid decision-making • Draft communications, reports and/or presentations • Provide training to clients/staff • Function as subject matter expert or project lead • May proactively identify prospective value adding initiatives for the HR community • May convene local and/or university-wide various cohorts to facilitate the identification and sharing of best practices • May serve as a back-up point of contact for HR Consultants as needed • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 3 years' relevant HR experience • Project and/or program management experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 5 years' relevant HR experience • Project and/or program management experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant HR experience • Project and/or program management experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite and HRIS applications and analytics • Working knowledge of employment law, and HR policies and practices; financial/business acumen 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite and HRIS applications and analytics • Advanced knowledge of employment law and HR policies and practices; financial/business acumen 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite and HRIS applications and analytics • Advanced knowledge of employment law and HR policies and practices; financial/business acumen
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources	Job Family: HR Program Management - Professional
Job Family Summary: Provide human resources program design, planning, implementation, coordination and tracking for a wide variety of workforce programs and initiatives to promote an inclusive and innovative work environment.	
Job Title: HR Program Manager V	
Job Code: H0859P	
Grade Level: 59	Exemption: Exempt
Effective/Revision Date: December 2017	
Job Summary	
Lead strategic planning for and oversee design, implementation, coordination, and tracking of a wide variety of workforce programs and initiatives (leadership development, manager development, employee engagement surveys and related initiatives). Provide leadership in change processes to create a culture of productivity and engagement.	
Core Duties	
<ul style="list-style-type: none">• Partner with managers, faculty, staff, and bargaining unit representatives to understand business needs and strategically address workplace issues through programming• Create and deliver human resources programs and initiatives, and offerings to a range of audiences, guided by relevant metrics to enhance the University environment• Provide specialized research, data analytics, and reporting to evaluate performance inform decision-making• Seek efficiencies and lead improvements in program processes and systems• Lead communications planning and execution; produce reports and/or presentations• Function as subject matter expert or project lead• May solicit for and select vendors, negotiate contracts, evaluate performance, and manage ongoing service relationships• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations	

Job Family Matrix

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 8 years' relevant HR experience
- Project and/or program management experience

Additional Qualifications and Skills

- Master's degree in human resources
- Knowledge of Microsoft Office Suite and HRIS applications and analytics
- Advanced knowledge of employment law and HR policies and practices; financial/business acumen

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting

Job Family Matrix

Job Function: Human Resources	Job Family: HR Program Management - Management
Job Family Summary: Provide human resources program design, planning, implementation, coordination and tracking for a wide variety of workforce programs and initiatives to promote an inclusive and innovative work environment.	
Job Title: HR Program Mgt IV	Job Title: HR Program Mgt V
Job Code: H0858M	Job Code: H0859M
Grade Level: 58 Exemption: Exempt	Grade Level: 59 Exemption: Exempt
Effective/Revision Date: December 2017	Effective/Revision Date: December 2017
Job Summary	
Responsible for the planning, implementation, coordination and tracking of a wide variety of workforce programs and initiatives (leadership development, manager development, employee engagement surveys and related initiatives). Provide guidance and advice to clients.	Lead strategic planning for and oversee design, implementation, coordination, and tracking of a wide variety of workforce programs and initiatives (leadership development, manager development, employee engagement surveys and related initiatives). Provide leadership in change processes to create a culture of productivity and engagement.
Core Duties	
<ul style="list-style-type: none"> • 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 • Oversee management and administration of programs or services within HR, and respective staff • Conduct needs assessments and design, organize, develop, administer and manage activities in accordance with established goals • Maintain and enhance existing programs; collaborate with managers to diagnose and resolve issues • Identify issues and possible resolutions, and pursuing all necessary follow-up on key project tasks • Act as an advisor to department managers and staff on project tools, best practices, and standards • Recommend options to adjust project priorities to optimize resources • Provide program analytics and reports to management/senior HR • Support HR Consultants by sharing tools, resources and best practices for different HR programs • Draft communications, reports and/or presentations • May proactively identify prospective value adding initiatives for the HR community • May convene local and/or university-wide various cohorts to facilitate the identification and sharing of best practices • May serve as a back-up point of contact for the HR Consultants • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations 	<ul style="list-style-type: none"> • 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 • Partner with managers, faculty, staff, and bargaining unit representatives to understand business needs and strategically address workplace issues through programming • Create and deliver human resources programs and initiatives, and offerings to a range of audiences, guided by relevant metrics to enhance the University environment • May solicit for and select vendors, negotiate contracts, evaluate performance, and manage ongoing service relationships • Provide specialized research, data analytics, and reporting to evaluate performance and inform decision-making • Seek efficiencies and lead improvements in program processes and systems • Lead communications planning and execution; produce reports and/or presentations • Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 7 years' relevant HR experience • Project and/or program management experience • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience required • Minimum of 8 years' relevant HR experience • Project and/or program management experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite and HRIS applications and analytics • Advanced knowledge of employment law and HR policies and practices; financial/business acumen 	<ul style="list-style-type: none"> • 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
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting