

Human Resources Job Function

HR Program Manager II

Grade: 56

Job Code: H0856P

Job Family: HR Program Management

Job Family Matrix: [HR Program Management Matrix](#)

Summary

Independently provide human resources program services for assigned school or unit(s) and/or Senior HR.

Core Duties

- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant HR experience
- Project and/or program management experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite and HRIS applications and analytics
- Working 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