

Human Resources Job Function

HR Program Manager III

Grade: 57

Job Code: H0857P

Job Family: HR Program Management

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

Summary

Independently manage a broad range of Human Resources program(s) for assigned client groups and/or Senior HR.

Core Duties

- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant HR experience
- Project and/or program management experience

Additional Qualifications and Skills

- 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