

Human Resources Job Function

HR Program Manager IV

Grade: 58

Job Code: H0858P

Job Family: HR Program Management

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

Summary

Responsible for the design, planning, implementation, coordination and tracking of a wide variety of workforce programs and initiatives (leadership development, manager development, employee engagement surveys and related initiatives).

Core Duties

- 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

Basic Qualifications

- 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

- 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