

Human Resources Job Function

HR Program Mgt IV

Grade: 58

Job Code: H0858M

Job Family: HR Program Management

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

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.

Core Duties

- 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

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 7 years' relevant HR experience
- Project and/or program management experience
- Supervisory 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

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting