

Human Resources Job Function

HR Program Mgt V

Grade: 59

Job Code: H0859M

Job Family: HR Program Management

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

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

- 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

Basic Qualifications

- 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

- 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

Physical Requirements

Working Conditions

- Work is performed in an office setting