Assistant Director, Human Resources

Job Code 00001535

**General Description**
Responsible for managing and communicating, through subordinate professional and clerical staff, the following major HR functions: compensation, classification, employment, employee relations, benefits administration, and records management.

**Examples of Duties**
Recommend changes to pay plan structure with associated costs and implementation procedures.
Manage salary review and personnel evaluation process.
Manage job audit and salary survey process.
Administer the university’s employment function.
Oversee and manage the operations of the HR Master Data Center.
Administer group insurance program and flexible spending accounts.
Administer the University’s Work Life program.
Administer retirement programs for employees.
Administer leave and absence programs for employees.
Administer university staff discipline and employee relations program.
Administer the university’s background check program.
Administer assigned university policies and procedures by drafting, reviewing and recommending changes.
Interpret laws and regulations, develop procedures, communicate details to employees and enforce compliance.
Supervise and evaluate staff.
Prepare articles for HR Bulletin and updates to Faculty Handbook and Staff Handbook on human resources related issues.
Counsel and train employees.
Develop recommendations for departmental budget.
Manage employee records program.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
Knowledge of: general human resources principles, personnel policies and procedures; federal laws and guidelines related to human resources and employee benefits; compensation and classification, employee relations, recruitment and selection; state laws and guidelines related to human resources and employee benefits; computer programs and using basic spreadsheet and word processing software.
Skill in: effectively directing the work of others and motivating output; establishing rapport with a variety of clients; preparing materials and giving presentations; interviewing effectively; presenting complex information effectively; job analysis techniques.

Ability to: read and interpret laws, policies and human resources field literature, complex forms and documents; prepare policies, procedures, memos, and articles; perform intermediate math; supervise and motivate office staff effectively; manage work flow, delegate tasks, train and motivate employees; effectively convey and receive accurate information.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements