

Manager, Employment

Job Code 50012087

General Description

Responsible for developing, managing, communicating, and recommending employment human resources policies and procedures and supervising the operations of the employment sub-unit of the HR Office Compensation Section.

Examples of Duties

Provide leadership and supervision of the employment sub-unit of the Compensation Section. Research, analyze, develop, write, recommend, communicate, and monitor for compliance operational human resources policies, procedures, and activities in the employment section. Provide guidance in the achievement of assigned employee tasks, goals, and responsibilities. Recommend and provide encouragement and opportunities for assigned staff to participate in development experiences.

Assess, recommend, and make changes, as appropriate, for assigned area of operation and performance.

Appraise assigned staff accurately, thoughtfully, and in a timely manner.

Serve on and provide support to various university and external permanent and ad hoc committees, task forces, and teams.

Complete special projects and tasks as assigned by the Director and Associate Director as appropriate.

Oversee the university's relocation service.

Coach supervisors and answer questions concerning the university's employment process.

Create, analyze, reconcile, and update monthly employment reports.

Review, create, and approve position requisitions.

Answer employment, immigration, and I-9 related policy/procedure questions.

Review I-9 documentation to determine eligibility for employment.

Serve as point of contact with outside vendors for employment application system (EASY) issues.

Oversee completion of criminal background investigations.

Oversee the office skills testing program.

Provide training to campus regarding employment related matters.

Establish procedures for university wide hiring processes.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Texas State University System rules and regulations, University Policy and Procedure Statements, federal and state HR laws including but not limited to FLSA, ADA, Veteran's Administration, Homeland Security, federal immigration, and the Fair and Accurate Credit Transactions Act, and human resources management practices relevant to area of assignment; online employee application systems and processes including the university's EASY application; and employee testing programs including the university's OPAC programs.

Skill in: Promptly and accurately responding to requests for written information; preparing spreadsheets, reports, memos, and job postings; working as a team member; mediating disputes; appointing staff per policy; supervising staff; identifying problems inhibiting subordinates work performance; and verifying and monitoring subordinates' time usage.

Ability to: read and interpret policies, procedures and requests; create and maintain HR metrics; perform intermediate math; communicate with others and convey complex information; supervise employees effectively; conduct presentations; maintain confidentiality; multitask; establish rapport with others and utilize spreadsheet software.

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.

Professional in Human Resources (PHR) credential preferred.

Other Requirement