

## **Associate Director, Human Resources**

### **Job Code 50012734**

#### **General Description**

Responsible for developing, managing, communicating, and recommending human resources policies and procedures in one or more of the assigned Human Resources Office areas of staff compensation, classification, employment, employee relations, and faculty and staff benefits, the master data center, Work Life program, and human resources records management; and supervising the operations of assigned Human Resources Office sections.

#### **Examples of Duties**

Provide leadership in human resources management in one or more of the Human Resources Office areas of staff compensation, classification, employment, and employee relations, faculty and staff benefits, and human resources records management; and communication of human resources information related to these areas.

Supervise one or more operating sections of the Human Resources Office.

Research, analyze, develop, write, recommend, communicate, and monitor for compliance strategic and operational human resources policies, procedures, and activities in assigned areas.

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 areas of operation and performance.

Develop, recommend, monitor, and manage funding and expenditures from the Human Resources Office budget for assigned areas.

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

Serve on and provide administrative 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 other senior administrative officials as appropriate.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Texas State UPPS system; human resources management practices in areas of assignment; and relevant federal and state laws, rules, and regulations pertaining to areas of assignment to include Homeland Security, DOL, ADA, FLSA, FMLA, Veterans Administration, Fair and Accurate Credit Transactions Act, TRS, and ERS.

**Skill in:** Preparing written information including policies, procedures, reports, memos, and other similar documents; preparing spreadsheets, reports, memos, and job postings; working as a team member; dispute mediation and negotiation; interviewing and selecting staff; supervising staff; appraising staff performance; identifying problems inhibiting subordinate's

work performance; and verifying and monitoring subordinate's time usage; and budget management.

**Ability to:** Read and interpret federal, state, and local laws, directives, policies, procedures, and requests; perform basic math; clearly communicate verbally and in writing with others and convey complex information; supervise employees effectively; conduct presentations; maintain confidentiality; multi-task; and establish rapport with others.

**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.

Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) credential preferred.

**Other Requirement**