

Manager, Human Resources MDC

Job Code 50013128

General Description

Responsible for developing, managing, communicating, and recommending human resources policies and procedures applicable to the operations of the HR MDC and supervising the operations of the human resources MDC.

Examples of Duties

Provide leadership and supervision of the human resources MDC 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 master data center. 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.

Process staff and graduate student employee appointments, including review and data entry. Communicate with Texas State campus on SAP system operational requirements and policy related questions.

Coordinate with budget for verification of salary, data entry, performance and policy compliance of annual/midyear performance/merit increases.

Maintain Zoneto27 reporting, as well as other required monthly reports to ensure SAP compatibility and system up dates.

Generate, review, and approve monthly ULP awards to staff employees.

Analyze and execute complex transactions related to the hiring of employees for staff and student positions.

Review and approve SAP HR Security Authorization requests. Compile and complete detailed analysis reporting.

Maintain Z table for FI costing and FY fund flip and Bank 10 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, state HRIS, and federal immigration and human resources management practices relevant to area of assignment.

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: verify personnel action for PCR approval, student hours/rate, performance and merit percentages, and performance evaluation scores; convey complex information regarding Texas State policies and procedures; 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