Administrator Position Description

Human Resource Office Use Only	
Approved Job Family E	**Effective Date** 7/1/2013
Overtime Eligible YES **NO**	**FLSA Test Date** 6/25/2013

Employee		**Supervisor** Ron McCutcheon	
Department Human Resources	**Working Title** Human Resources Specialist	**HRIS Position Number** H99313	**Supervisor Title** Human Resources Director
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date		**Annual Contract End Date**	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

This position will manage selected departmental activities and assist the Human Resources Director in a variety of other departmental activities determined by operational needs and the incumbent's areas of expertise and experience. These activities include, but are not to be limited to, assistance with investigation and resolution of grievances and complaints; collective bargaining and labor relations; affirmative action plan development and implementation; classification and compensation; and employee training. Provides support and consultation to the HR Director during collective bargaining and implementation and administration of the collective bargaining agreement. This position acts in the absence of the Human Resources Director in: receipt of grievances; communication with union representatives, employees and managers regarding conditions of employment; responding to individuals alleging illegal discrimination; and advising managers and classified employees in administration of the collective bargaining agreement.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

Bachelor's degree in Management, Business or Social Sciences or related field and four years of direct experience in human resources administration is required. Experience with application of relevant law and regulation is required.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	**Direct Supervision**		**Indirect Supervision**	
	Number of Employees	FTE	Number of Employees	FTE

1.Faculty				
2.Classified Staff				
3.Unclassified Staff				
4.Students / Others			1-2	0.25

Coordinating Responsibility

Serve as primary point of contact for outside Affirmative Action software provider and training program vendors.

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

Moderate to minimal supervision following initial period of close supervision and orientation.

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

Responsible for managing work schedule to meet objectives and assignments. Will formulate recommendations for actions related to those assignments and may establish schedules for activities of self and other department staff.

b)departmental resources

May establish some work priorities for other department staff, including schedules for meetings, interviews, hearings and/or work and position reviews.

c)institutional resources

None

What kinds of decisions will the incumbent be expected to make?

Findings and recommendations resulting from investigation of complaints and grievances; formal personnel action recommendations and grounds for such action; position classification determinations; policy/procedure revision recommendations; whether search committee activities are in compliance with statute, regulation and policy.

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	$
	Develops, monitors* and controls*	$
X	Limited approval authority for purchase	$3,000
	Purchase only with higher level OK	$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Chancellor's Office)	**PURPOSE** (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	**HOW OFTEN**

Staff, faculty and students	Providing information and guidance on policy and procedure application and implementation, including administration of collective bargaining agreement, grievance procedures, faculty and staff recruitment and relevant aspects of civil rights and non-discrimination.	Weekly
Department Heads and Supervisors	Consultation and direction on application of collective bargaining agreement, administrative rules and statues applicable to human resources, civil rights, affirmative action, and personnel recruitments. Development of position descriptions, performance evaluation and correction, disciplinary action and staffing requirements.	Daily
OUS Classification-Compensation Team	Participate in OUS C/C Team and related workgroups for purpose of compliance with collective bargaining agreement and to assist in OUS-wide classification work.	Monthly
Department Heads	Evaluate training needs of supervisors and staff other than Workplace Safety related, develop and conduct training sessions. Maintain training records.	Monthly/Quarterly

F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	Meet with students, faculty and staff to evaluate nature of complaint/grievance and assist HR Director in plan for response and resolution. Explain legal and policy basis for complaint/grievance and means of investigation. Conduct investigation and dispute resolution activities as assigned. Prepare reports for Director on complaints, grievances, and assigned projects stating status, findings and recommendations.	As Needed	10
2	Serve as lead on management of affirmative action records and evaluation of progress using specialized software program; conduct employee classification and compensation surveys and studies; and other reporting as assigned. Lead the preparation and maintenance of workflow documents and presentations detailing Human Resources processes of recruitment, hiring, on-boarding and others as assigned.	Monthly	15
3	Prepare and conduct employee training sessions on a wide variety of topics, including employee supervision, bargaining agreement compliance and performance management, as assigned by and developed with the HR Director. Conduct survey of training needs at least annually.	Monthly	10

4	Serve as affirmative action representative on searches for unclassified administrator and faculty searches, including training for search members on affirmative action and equal opportunity compliance.	Monthly	10
5	Consult with staff and managers on personnel issues such as supervision, application of collective bargaining agreement and OIT policy, application of statute and regulation and other areas as assigned. Recommend proper course of action as indicated.	Daily	20
6	In conjunction with managers, develop position descriptions and conduct classification reviews of union-represented positions, including reclassification requests and new positions. Serve as the university's representative on the OUS Classification and Compensation Team. Conduct position reviews and position description creation for unclassified administrative positions and serve on the Administrative Compensation Committee. Prepare relevant reports on an as-needed basis for the the HR Director.	Weekly	25
7	Provide "back-up" to Benefits Officer and Recruitment Manager as required. Other duties as assigned, including departmental operations in absence of Human Resources Director.	As Needed	5

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.
Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1,2,3,5,6,7	Requires advanced written and verbal communication ability, including ability to convey complex legal and policy information in a clear, non-technical manner.
1, 2, 5, 6, 7	Must be able to address complex and potentially litigious issues with multiple parties and interests in a professional, confidential and unbiased manner.
3	Ability to conduct public presentations in a concise, informed and interactive manner on a variety of staff development and compliance topics.
1,3,4,5,6,7	Knowledge and application of relevant federal and state employment law, applicable case law, OIT and OUS policy, the collective bargaining agreement, and administrative rule. Understanding of Title IX, ADA/Rehabilitation Act and Affirmative Action are essential.
2, 3, 7	Proficiency in use of Microsoft Office programs including Word, Excel and PowerPoint, as well as databases and specialized programs.
1 through 7	Maintain comprehensive and clear records of actions, findings and source documents as indicated.

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
1	This position is primarily office based with occasional travel for meetings or to provide services in satellite locations. Must be able to travel by car, train or airplane.

I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

This position requires performance involving the highest levels of confidentiality and protection of sensitive information.