



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 Associate Human Resources Director	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, Board of Trustees)	PURPOSE (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	HOW OFTEN
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Staff, faculty and students	Provide information and guidance in any, some or all of the following: recruitment, classification, compensation, collective bargaining and labor relations, affirmative action, civil rights, training and development, interpretation and application of laws, rules, policies, grievances, performance management, program and policy development, organizational analysis or other functions relating to human resources management.	Weekly
Department Heads and Supervisors	Provide guidance and consultation in any, some or all of the following: recruitment, classification, compensation, collective bargaining and labor relations, affirmative action, civil rights, interpretation and application of laws, rules, policies, grievances, performance management, program and policy development, organizational analysis or other functions relating to human resources management.	Daily
Department Heads	Evaluate and develop program(s), policies, staff training and development, performance management, organizational analysis and other functions relating to human resources management.	Monthly/Quarterly

F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	<p>Classification/Compensation - Audit new, vacant and occupied unclassified and classified positions. Conduct comprehensive investigations of position's responsibilities which may include interviewing incumbents, supervisors and employing officials, examining work site, work methods, etc. Interpret and allocate positions to appropriate classification system applying appropriate definitions and knowledge of Oregon Tech's classification/compensation system. Interpret rules, FLSA and other statutes that may impact the institution. Explain audit results to employee, supervisor and employing official. Prepare notification to employee of audit finding. Provide training to managers and supervisors on classification/compensation system and processes. Assists departments in applicable Collective Bargaining agreements, laws, policies, and procedures.</p>	Weekly/Monthly	20

2	<p>Recruitment - Work with department managers and supervisors to develop effective recruitment strategies. Review job duties, qualifications and knowledge, skills, and abilities to create appropriate recruitment tools. Duties may include some or all of the following: identify and contact qualified candidates for specific job openings; review written job advertising in various media; review and screen applications and refer applicants to hiring department; conduct interviews; check references; and/or make offers to selected candidates. Monitor and ensure compliance with university, state and federal regulations in all recruitment functions. Utilize EEO/AA regulations in recruitment processes. Develop and maintain effective working relationships with managers and supervisors. Provide training to managers and supervisors on hiring processes, procedures and legal requirements. Answer inquiries from management, employees and applicants on recruitment processes and procedures. Assist in the collection, verification, analysis and reporting of human resource information.</p>	Weekly/Monthly	20
3	<p>Employee Relations - Provide information, interpretation, advice, training, and counsel to management and employees regarding workplace concerns and disagreements, performance management, workplace climate, techniques for motivating employees, supervising and working in a union environment, and compliance with state and federal laws and rules. Respond to questions and issues from employees and management regarding workplace concerns, appropriate corrective and disciplinary actions, reasonable accommodation, disability issues, and contract interpretation and implementation. Conduct investigations and interviews of alleged employee misconduct and prepare or assist supervisors prepare documentation for university response. Serve as facilitator/mediator when appropriate.</p>	Daily	20
4	<p>Labor Relations - Administer labor collective bargaining agreements and develop guideline and procedures for grievances, investigations, corrective and disciplinary actions, and other personnel actions. Provide information, interpretation, advice, training, and counsel to administrators, managers, supervisors, and staff regarding collective bargaining agreements; workplace concerns; performance management; supervision; and compliance. Develop and maintain effective working relationships with union representatives, employees, managers and supervisors.</p>	Daily	20

5	Serve as Deputy Coordinator for Title IX issues on campus. Assist in H-1B Visa processing. Assist with IPEDS and CUPR-HR reporting. Provide interpretation, information and advice regarding rules, collective bargaining agreement, FLSA and other rules and regulations that may impact the institution. Advise management regarding collective bargaining, contract interpretation and other rules and regulations.	As Needed	15
6	Complete special assignments and projects as required. Develop and provide formal training in areas of expertise. Maintain knowledge on current developments and practices in human resources. Provide backup to HRS staff as needed.	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 through 6	Requires advanced written and verbal communication ability, including ability to convey complex legal and policy information in a clear, non-technical manner.
1 through 6	Must be able to address complex and potentially litigious issues with multiple parties and interests in a professional, confidential and unbiased manner.
1 through 6	Ability to conduct public presentations in a concise, informed and interactive manner on a variety of staff development and compliance topics.
1 through 6	Knowledge and application of relevant federal and state employment law, applicable case law, OIT and Oregon Public University policy, the collective bargaining agreement, and administrative rule. Understanding of Title IX, ADA/Rehabilitation Act and Affirmative Action are essential.
1 through 6	Proficiency in use of Microsoft Office programs including Word, Excel and PowerPoint, as well as databases and specialized programs.
1 through 6	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.