

HUMAN RESOURCES PROFESSIONAL

Job Classification

Adopted: May 1, 2005

Revised: July 1, 2009

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Knowledge, Skills, and Abilities

Knowledge of one or more human resources functional areas. Demonstrated ability to use standard computer applications. Ability to review documents for accuracy and compliance with regulations. Ability to understand and apply rules, regulations and policies as they relate to human resources functions. Ability to apply and understand basic human resources principles. Ability to communicate effectively both orally and in writing. Ability to analyze situations. Ability to establish and maintain professional working relationships.

Education and Experience

Bachelor's degree in Human Resources and one year experience in relevant field, or an equivalent combination of training and experience.

Level 2

PCLS: 02442

*****Alternate PCLS: 09070**

Grade 78

Non-Exempt

Descriptors

Work is performed under administrative supervision. This level performs a variety of professional human resources functions following established policies and procedures. Research issues and advise departments on issues related to payroll and benefits, recruitment and retention, employee and labor relations, alien status, residency requirements, work accommodations and family medical leave. Participate in planning and carrying out appropriate training and recruitment strategies. Prepare reports and make recommendations.

Knowledge, Skills, and Abilities

Same as level one, plus: Ability to analyze payroll and recruitment documents for accuracy and compliance with regulations. Ability to analyze issues and apply understanding of University, federal and state requirements to a variety of issues of University (all resources funl)oJ-0tions fo
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training. Make recommendations for improvement and changes in human resources systems, records retention, procedures and benefits. Participate in planning and developing long and short-range goals for the HRIS system. Participate in development

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Education and Experience

Bachelor's degree in Human Resources or other related field and three years progressively responsible professional human resources experience, or an equivalent combination of training and experience. Professional in Human Resources (PHR) certification preferred.

Level 5

PCLS: 02445

Grade 81

Exempt

Descriptors

Work is performed under general direction. Serve as an assigned professional expert in one or more functional human resource areas, or supervise** a professional human resource team or unit. Provide expert advice and guidance and apply knowledge and expertise to resolve and make decisions on complex* strategic/mission critical issues. Assignments generally have no defined process for problem resolution and often have wide/precedent setting impact. Provide expert advice regarding labor and employee relations, organizational design and development, dispute resolution, progressive discipline and corrective action, faculty and staff collective bargaining, compensation, and affirmative action and diversity. Typically has a broad circle of influence providing guidance and assistance to the University system, handling or overseeing the most sensitive, complex*, or critical human resource issues.

Knowledge, Skills, and Abilities

Same as level four, plus: Expert knowledge of developments in the field of human resources. Ability to mediate and resolve conflicts/disputes of the most sensitive, complex and critical nature. Ability to represent the University in complex employee relations matters and arbitrations. Ability to negotiate complex collective bargaining agreements. Ability to conduct legal research, prepare written and oral advice. Ability to respond to legal and administrative pleadings and documents.

Education and Experience

Bachelor's in Human Resources or related field and four years progressively responsible professional human resources experience, or an equivalent combination of training and experience. Master's degree preferred. Professional in Human Resources (PHR) certification preferred.

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- * **Complexity:** Refers to the higher level of interpretation of and diversity of rules and regulations (e.g. Federal and State laws, statutes and regulations, and University policies, procedures and regulations). Complex positions typically work with external constituencies, multiple departments, faculty and campuses. Complexity increases as positions more frequently work with these entities. Complexity increases as positions become specialists and positions require more knowledge, training and depth in a specialized area, or require more breadth in multiple areas. Complex positions also work with problems and projects that require more innovative and original solutions.

- * **Scope:** Refers to the impact a unit/department has on the school, campus, or University system. Scope also refers to the impact of recommendations or decisions a position has on policies/regulations and the political sensitivity or scrutiny of actions taken.

- ** **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individual must be fluent in assigned area of responsibility.

- ** **Supervise:** Hire, train, evaluate performance and initiate corrective action.

- *** Exemption status determined on a case-by-case basis. Essential functions of each job will be reviewed and evaluated in accordance with Fair Labor Standards Act regulations.

[July 2009 revisions included formatting document for consistency, and adding alternate PCLS information.]