

CLASSIFICATION SPECIFICATION

Human Resources Operations Manager

FT/PT Class Code: 3099, 3599 Pay Grade: B/C 21 FLSA: Exempt Est. 04/24/13

SUMMARY STATEMENT: This position is responsible for managing the daily operations of a campus Human Resources Office, including providing general oversight of campus recruitment, applicable benefits programs at the campus level, campus payroll activities for full- and part-time employees, and supervision of Human Resources staff.

NATURE AND SCOPE:

An incumbent in this management staff position reports to the Director of Human Resources. Typically reporting into this position are Human Resources Specialists, Senior Human Resources Technicians, and Human Resources Technicians. Typical contacts are virtually all campus employees, staff employees at the Office of the President, officials at other State agencies, and the general public. Many contacts, due to the nature, require the exercise of significant tact, discretion, and confidentiality.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides general oversight of campus human resources activities. Supervises Human Resources staff.
2. Provides general oversight of recruiting activities to ensure timely filling of vacancies for part-time and full-time staff and to address campus Affirmative Action goals and timetables.
3. Provides general oversight of applicable benefits programs at the campus level, including health and life insurance, pension, etc. to ensure compliance with program guidelines and College policies.
4. Provides general oversight of campus payroll activities for full- and part-time employees.
5. Ensures maintenance of complete and accurate files and records.
6. Assists in developing and recommending changes or additions to campus policies and procedures directed at improving employee relations, morale, communications, and productivity.
7. Assists in providing advice and counsel to campus senior management and employees on various human resources related issues to effect proper solutions in the best interest of the campus.
8. Assists in the development and allocation of the Human Resources Office budget.
9. Assists in providing advice and counsel to senior executive and management staff on human resources-related issues, plans, policies, and procedures to effect proper solutions in the best interests of the College.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◇ Knowledge of the principles and practices of public human resources administration.
- ◇ Knowledge of federal and State laws, rules and regulations pertaining to human resources administration.
- ◇ Knowledge of the relationship between the human resources function and organizational operations and requirements.
- ◇ Skill in the collection, analysis, and presentation of data from a variety of sources.
- ◇ Skill in oral and written communication.
- ◇ Skill in the interpretation and application of applicable federal and State laws, and College rules and guidelines.
- ◇ Ability to use sound judgment and reach logical conclusions.
- ◇ Ability to identify and analyze problems/needs/issues, assess their impact and make recommendations.
- ◇ Ability to supervise staff.
- ◇ Ability to develop, recommend and implement campus or College human resources operating procedures.
- ◇ Ability to establish and maintain effective working relationships with College/campus administrators, supervisors, employees, and the public.
- ◇ Strong interpersonal and presentation skills.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Master's degree in a relevant field and two (2) years of relevant experience; or Bachelor's degree in a relevant field and four (4) years of relevant experience.