



## Home Department Human Resources Manager Job Description

### JOB INFORMATION

<i>Job Code:</i>	113319
<i>Job Title:</i>	Home Department Human Resources Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	HD - HR/Payroll Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	5 Manager

### JOB SUMMARY

Manages a varied and complex human resources function for a large number of employees (staff, students and/or faculty) in a division, auxiliary department or school. Human Resources functions include recruitment, affirmative action, salary administration, staff planning, training, employee relations, labor relations, disability, workers' compensation, personnel records and information systems. Develops distinct but complementary internal programs and services and coordinates these with university payroll and personnel offices. Reports directly to a Dean or Director.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Personnel generalist experience providing thorough knowledge of laws governing payroll and personnel.
	X	Personnel and payroll management experience in a university or similar setting.

## Licenses

Req	Pref	License(s)
	X	One or more of the following certifications: PHR, SPHR, SHRM-CP, SHRM-SCP.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages operations and staff involved in the administration and delivery of payroll and personnel programs and services. Develops and coordinates programs and services with appropriate university offices, e.g., payroll, personnel services, provost, and general counsel.				
Hires, trains and supervises staff who are involved in payroll processing and in design and delivery of specialized personnel services such as training and employment. Schedules, prioritizes and assigns work. Assesses performance and provides feedback. Counsels or disciplines as required.				
Develops affirmative action plans and goals. Maintains statistics necessary to monitor effectiveness of programs. Interacts with the university affirmative action office to provide information and assist in researching complaints.				
Coordinates recruitment and placement activities. Opens positions. Interviews, assesses qualifications and skills, and refers to hiring unit. Coordinates design and placement of employment advertising. Interacts with the university employment office and external agencies to increase applicant flow.				
Assists managers and supervisors with staff salary administration. Advises on new hire salaries, salary adjustments, and reclassifications and promotions. Assists in developing job descriptions. Ensures classification and salary practices are consistent with university policy. Participates in and analyzes surveys and makes appropriate recommendations.				
Works with management to project current and future staffing needs. Develops short and long-range strategic plans for effective recruitment, development and staff utilization. Establishes and maintains planning, control and reporting activities.				
Analyzes and determines training needs. Identifies or develops programs to meet staff training requirements in the areas of management development, skills training, on-the-job training and employee orientation (as a supplement to the university's staff orientation program).				
Assists in the internal resolution of employee grievances. Provides information and assistance to the university employee relations office to facilitate grievance resolution.				
Oversees the departmental interface and administration of collective bargaining agreements and grievance procedures.				
Interacts with the benefits, disability and worker's compensation offices to distribute benefit information and submit required documentation. Provides research and background information to facilitate administration and delivery of employee benefits.				
Directs the maintenance and processing of confidential employee records and files. Designs, develops and maintains a personnel information system which complements the university system. Generates reports for monitoring and performs trend analyses.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

<b>Other Requirements</b>			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.