



## Assistant Director, HD Human Resources

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	113329
<i>Job Title:</i>	Assistant Director, HD Human Resources
<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>	4 Administrator

#### JOB SUMMARY

Assists in directing a large school or division's human resources operations and administration. Participates in HR processes and supports alignment with school/division and university objectives. Serves as secondary internal consultant to school/division staff, management and senior executives. Provides strategic leadership and participates in service planning, coordination and delivery through subordinate staff.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Master's degree		Or
	X	Master's degree	Business Administration	Or
	X	Master's degree	in related field(s)	

##### 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		5 years	experience in HR management/administration.	
	X	7 years	experience in HR management.	

##### 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		Thorough knowledge of compensation best practices, principles, theories, regulations, and methodologies.
X		Extensive experience in leadership/management roles.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated experience managing teams and providing consistent feedback to achieve results aligned with strategic goals.
X		Demonstrated interpersonal, organizational, critical thinking, data gathering and analytical skills.
X		Experience managing compensation for non-executive and executive staff.
X		Experience designing and implementing job architectures that reflect organizational structures, workforce planning and pay strategies.
X		Excellent communication and facilitation skills.
X		Experience ensuring equitable pay practices, and compliance with applicable state and local laws.
X		Ability to effectively manage time, prioritize tasks, work independently and maintain confidentiality.
X		Experience establishing and leading collaborative initiatives with multiple department partnerships.
X		Proven track record of building positive relationships with key stakeholders.
X		Demonstrated project management experience to identify priorities, develop action plans, identify deliverables and timelines, and present results and recommendations.
X		Proficiency with Microsoft Office and experience with Workday or similar HR systems/software.
	X	Extensive experience in higher education and payroll.
	X	Ability to identify knowledge and resource gaps and comfort utilizing industry trends to establish progressive improvement paths.
	X	Excellent change management skills.
	X	Proven track record of trust-building and positive influence of team culture during periods of high growth and change.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
			Any relevant certifications (e.g., Chartered Institute of Personnel and Development, Certified Compensation Professional).

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in the direction, management, and coordination of HR administration, programs, and services. Directs service delivery to employees and/or other targeted beneficiaries. Communicates school/division priorities and performance standards. Assesses operations and services for effectiveness and efficiency, recommending continuous improvements. Oversees special projects as assigned.				
Directly or indirectly manages assigned staff. Proposes staffing needs based on short- and long-term plans and goals. Reviews, endorses, and/or makes recommendations for hiring, staff raises, promotions and reclassifications. Approves/disapproves work guidance actions as required. Oversees staff performance appraisals and consults on needed disciplinary actions. Recommends staff training and development.				
Assists with the development, planning and implementation of HR objectives, processes, and services. Researches trends and needs, and ensures efforts are integrated with school/division objectives. Assesses service quality and participates in short- and long-term strategic planning, making and/or recommending changes.				
Oversees school/division payroll processing, ensuring compliance with all relevant policies and procedures. Provides financial analyses, projections and reports, as needed. Helps determine budgetary priorities and allocate resources. Helps direct systems development and maintenance to support operations, as needed. Works with others to ensure internal systems complement and are compatible with university-wide systems. Links services and operations with relevant university departments.				
Serves as secondary consultant to faculty/staff for HR-related policies. Interacts with relevant stakeholders to exchange information and provide guidance and				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
expertise. Resolves issues and requests. Interacts and negotiates with internal/external stakeholders to plan and coordinate service delivery. Helps assess vendors, proposing recommendations to management regarding continued use of services.				
Collaborates in the development and administration of HR policies and procedures. Reviews and recommends revisions and exceptions as necessary. Directs the dissemination, interpretation and application of policies. Stays current with changes in laws, regulations, and technologies which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner.				
Participates in communication strategy development (e.g., website, newsletters). Makes formal presentations. Establishes and maintains network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				
Oversees daily staff operations and tasks. Supervises timekeeping, training, and safety meetings. Reviews annual expenses/income and forecasts needed improvements. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
Yes	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 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.		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 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.