



Executive Director, Human Resources (Centralized) Job Description

JOB INFORMATION

<i>Job Code:</i>	117024
<i>Job Title:</i>	Executive Director, Human Resources (Centralized)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Oversees, directs and provides strategic leadership for the operations and activities of a centralized human resources function(s) that may cover an area(s) such as employment practices and human resources consulting, compensation administration, employee recruitment and placement, workforce planning, performance management, training and employee development, equal opportunity and affirmative action, worker's compensation and disability, benefits administration, labor relations, employee grievances and dispute resolution, investigations, regulatory and institutional compliance, and policy development. Oversees human resources program planning and development, delivery of services, policy development and implementation, budget and personnel administration through subordinate staff. Directs comprehensive short-term and long-range strategic plans for centralized human resources function(s) and initiatives to enhance operations, programs and services. Partners with members of the university to advance and build support for changes in and enhancements to human resources function(s) and initiatives. Ensures centralized human resources function(s), initiatives, activities, processes, policies, procedures and guidelines are implemented successfully and are aligned with university strategic objectives. Serves as an authority in human resources field(s).

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	

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		7 years	
	X	10 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

Req	Pref	Functional Skills
X		Progressively increasing leadership, planning and management experience in human resources field.
X		Demonstrated strong organization, planning, analytical, innovative, critical thinking, strategic, collaboration, interpersonal and relationship building skills are essential.
X		Established experience designing and executing human resources program(s).
X		Ability to work closely with school/department human resources partners and senior administrators in maintaining and implementing effective human resources programs that interface with university-wide programs.
X		Thorough knowledge of management principles, budgeting, finance and applicable laws/regulations.
	X	Knowledge of higher education operations and environments in addition to human resources experience.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	
	X	SHRM (Human Resource Certification)	SHRM-CP and/or SHRM- SCP

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees the planning, coordination, implementation and management of a centralized human resources function or multiple functions such as employment practices and human resources consulting, compensation administration, employee recruitment and placement, workforce planning, performance management, training and employee development, equal opportunity and affirmative action, worker's compensation and disability, benefits administration, labor relations, employee grievances and dispute resolution, investigations, regulatory and institutional compliance, and policy development that provide support and service to the university. Directs the planning and development of human resources function(s) and unit(s) objectives, initiatives, programs, services, processes and activities to align with university strategic objectives. Offers innovative and forward- looking approaches to all aspects of human resources program management. Determines centralized human resources function(s) and unit(s) priorities and allocates resources accordingly. Ensures that planning efforts are coordinated and integrated with those of other relevant university offices.				
Serves in a leadership role in the development of comprehensive short-term and long-range strategic plans for centralized human resources function(s) and initiatives to enhance operations, programs and services. Partners with members of the university to advance and build support for changes in and enhancements to human resource function(s), initiatives and services. Modifies and/or adds to services provided, staffing and organizational plans and corresponding budgetary implications to meet business needs.				
Researches and identifies trends and needs to design and establish centralized human resources program(s) accordingly. Assesses quality of program(s) with goal of expanding and/or improving services, as appropriate. Oversees modification of existing services and/or creation of new services. Oversees special projects for centralized human resources program(s) as assigned.				
Serves as authority in the field and liaison for assigned centralized human resources function(s), programs, and services for the university community such as employment practices and human resources consulting, compensation administration, employee recruitment and placement, workforce planning, performance management, training and employee development, equal opportunity and affirmative action, worker's compensation and disability, benefits administration, labor relations, employee grievances and dispute resolution, investigations, regulatory and institutional compliance, and policy development. Provides expertise, leadership and strategic consultative services to senior				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
administrators, faculty, staff and students. Discusses issues and requests with concerned parties to determine best course of action for effective resolution.				
Directly or indirectly manages all assigned subordinate staff serving in a human resources capacity, usually through subordinate supervisors. Determines organizational structure, reporting relationships and short and long-term staffing needs based on goals and objectives. Oversees performance appraisal process for staff. Recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions. Provides employee counseling and discipline as necessary.				
Oversees the delivery of services to school/department human resources partners, senior administrators, employees and/or other targeted program participants or beneficiaries. Fosters a continuous improvement and customer-oriented approach to service school/department human resources partners, senior administrators, faculty, staff and/or others. Communicates program priorities and performance standards to direct reports. Reviews and assesses operations and services for effectiveness and efficiency. Initiates changes as needed to improve delivery of program and services.				
Has responsibility for the development and administration of human resources program(s) policies and procedures. Ensures policies and procedures reflect current best practices and are consistently applied across the university. Reviews and recommends revisions as necessary. Directs the dissemination, interpretation and application of policies university-wide. Recommends and/or approves exceptions. Ensures university community is kept informed of changes and updates.				
Plans, develops and manages budgets for centralized human resources program(s). Recommends and/or makes budgetary and resource allocations. Approves/disapproves departmental expenditures. Develops projections for short and long-term planning. Provides financial analyses and reports as needed.				
Interacts and negotiates with external vendors and administrators to plan and coordinate the delivery of human resources services, existing or new. Assesses capabilities and performance and makes recommendations to management regarding continued use of services.				
Oversees development of strategies for communicating centralized human resources services such as human resources partners meetings, orientations, benefit fairs, video/media presentations, personal networking, web sites, training and information sessions, consultations, publications or other communication materials, and events planning.				
Directs the development and maintenance of human resources information systems and procedures to support operations. Assesses adequacy of existing systems and directs changes as needed. Ensures that internal systems complement university-wide systems. Coordinates with other university offices to ensure compatibility of related systems.				
Maintains currency with, understands and ensures compliance with all university policies and procedures and with all federal, state and local laws related to employment law and human resources best practices. Informs senior management of current human resources trends and developments. Gives advice and counsel regarding current developments. Assesses impact of legislation on existing programs and makes changes as appropriate.				
Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences, etc. Represents university and/or centralized human resources program(s) as assigned or as appropriate. Makes formal presentations as needed.				

Other Requirements

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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.