



USC University of
Southern California

Associate HR Partner (UHR) Job Description

JOB INFORMATION

<i>Job Code:</i>	117701
<i>Job Title:</i>	Associate HR Partner (UHR)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May supervise student, temporary and/or resource workers.
<i>Job Family:</i>	HR Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Acts as a school/business unit's trusted strategic talent advisor, analyzing the human resources needs of people and organizations. Supports unit leadership by maintaining communication with HR Centers of Expertise, HR Solution Center and relevant expertise centers. Enables unit HR activities aligned to overall talent and organizational strategies. Analyzes compliance adherence of all practices with applicable policies and regulations. Works primarily with assigned units but reports into HR for operational guidance, (e.g., best practices, support and expertise, personal career growth).

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	Business Administration	Or
	X	Bachelor's degree	Human Resources	Or
	X	Bachelor's degree	Psychology	

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		Three years' experience in HR and/or human capital management.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated broad understanding of varied HR domains (e.g., compensation, recruitment, employee/labor relations, diversity and inclusion), and the ability to learn quickly and flexibly adapt expertise to different business units.
X		Excellent written and oral communications skills, with the ability to exercise discretion with confidential information.
X		Ability to consult with business units about talent metrics, employee/labor relations, workforce planning, talent assessments and performance management.
X		Demonstrated analytical and problem-solving skills, with exceptional attention to detail.
X		Ability to work on multiple concurrent projects with diverse teams and alongside varied stakeholders (e.g., corporate partners, healthcare providers, staffing vendors).
X		Excellent interpersonal skills and demonstrated emotional intelligence, able to develop positive working relationships and strong rapport with people from diverse backgrounds.
X		Proficiency with Microsoft Office.
	X	Bachelor's degree in business, human resources, psychology, industrial relations or related fields.
	X	Five or more years' experience in HR and/or human capital management.
	X	Experience in higher education and in consultative roles. Knowledge of human capital management software and analytics (e.g., Workday).
	X	Excellent mentoring/coaching skills and leadership abilities.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	SHRM (Human Resource Certification)	
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	
	X		Or the ability to obtain one certification within one year of hire.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Acts as a school/business unit's trusted strategic talent advisor, analyzing the human resources needs of people and organizations. Supports unit leadership by maintaining communication with HR Centers of Expertise, HR Solution Center and relevant expertise centers. Enables unit HR activities aligned to overall talent and organizational strategies. Analyzes compliance adherence of all practices with applicable policies and regulations. Works primarily with assigned units but reports into HR for operational guidance, (e.g., best practices, support and expertise, personal career growth).				
Partners with business units and analyzes current practices to ensure compliance adherence. Provides day-to-day management support to line management in varied areas (e.g., career development, performance management/improvement plans, disciplinary actions). Produces documents, proposals, presentations, and reports tailored to audience needs.				
Gathers and analyzes data on key human capital indicators to enable effective decision-making. As directed, assists with employee/labor relations matters and litigation (e.g., conducting effective, thorough and objective investigations, ensuring open yet discreet communication and unbiased dispositions).				
Records and reports any breaches of compliance to HR and local management while also providing on the ground assistance to rectify issues. 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.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Expands and updates knowledge of existing and proposed federal, state and local employment laws/regulations, reducing risk and ensuring compliance. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of contacts and memberships in professional organizations. Attends meetings, seminars and conferences, and maintains required/desirable certifications, if applicable.				

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 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: 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/			

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.