



USC University of
Southern California

HR Partner Job Description

JOB INFORMATION

| | |
|-------------------|---|
| Job Code: | 117703 |
| Job Title: | HR Partner |
| FLSA Status: | Exempt |
| Supervisory: | May supervise student, temporary and/or resource workers. |
| Job Family: | HR Administration |
| Job Family Group: | Human Resources |
| Management Level: | 7 Individual Contributor |

JOB SUMMARY

Acts as a school/business unit's trusted strategic talent advisor, working closely with managers regarding talent management (e.g., succession planning and talent review processes). Develops robust human resources strategies tailored to assigned units. Addresses employee/labor relations matters with managers and employees and escalates issues as needed.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study | |
|-----|------|-------------------|-------------------------|----|
| X | | Bachelor's degree | Business Administration | Or |
| X | | Bachelor's degree | Human Resources | Or |
| X | | Bachelor's degree | Psychology | |
| | X | Master's degree | Business Administration | Or |
| | X | Master's degree | Human Resources | Or |
| | X | Master'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

| Req | Pref | Work Experience | Experience Level | |
|-----|------|-----------------|------------------|--|
| X | | 5 years | | |
| | X | 7 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 | | Bachelor's degree in business, human resources, psychology, industrial relations or related fields. |

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | Five years' experience in HR and/or human capital management, able to drive strategies utilizing demonstrated skill sets in varied HR domains (e.g., total rewards/including compensation), recruitment, employee/labor relations, talent and performance management). |
| X | | Extensive experience in learning and development, change management, training, diversity and inclusion efforts, workforce planning, and organizational development. |
| X | | Excellent written and oral communications skills, with the ability to exercise discretion with confidential information. |
| X | | Experience presenting complex data/reports to executive leadership and other varied audiences. |
| X | | Ability to drive HR strategies by applying a broad HR skill set in varied areas (e.g., organization design and development, coaching, program/project 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 | | Ability to learn quickly and flexibly adapt expertise to different business units. |
| X | | Demonstrated emotional intelligence and excellent interpersonal and conflict-resolution skills, able to develop positive working relationships and strong rapport with people from diverse backgrounds. |
| X | | Proficiency with Microsoft Office. |
| | X | Master's degree in business, human resources, psychology, industrial relations or related fields. |
| | X | Seven 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

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Engages proactively and tactically with leadership, leveraging workforce data and insights to develop tailored talent management strategies for assigned units. Maintains open lines of communication, identifying productive and proactive HR partnerships with managers that enable prompt responses to issues as they arise. Provides guidance and counsel on complex employee matters, working with HR subject matter experts as needed to mitigate legal risk and ensure regulatory compliance. As directed, assists with employee or labor relations matters and litigation. | | | | |
| Understands and stays current with assigned units' nuanced services, goals, plans and culture. Partners with the relevant stakeholders to gather and analyze data supporting effective decision-making and workforce planning (e.g., hiring, compensation, professional development). Leverages workforce data, insights and leading practices to develop tailored talent management strategies, conduct talent planning, and design, implement, and advise on varied action plans. | | | | |
| Addresses employee/labor relations matters through problem solving, coaching and advising, escalating matters as needed. Provides advice and day-to-day | | | | |

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| guidance to management (e.g., performance management, career development, disciplinary actions), communicating complex policies and procedures in ways that enable effective planning and actions. Produces documents, proposals, presentations and reports tailored to audience needs. | | | | |
| Strives to promote culture and values by proactively educating and advising to improve the employee experience and mitigate risk. 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. | | | | |
| Stays current with any updates to HR best practices and existing and proposed changes in federal, state and local regulatory and technology environments which may affect operations. 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/ | | | 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.