



## Home Department Human Resources Director Job Description

### JOB INFORMATION

<i>Job Code:</i>	113323
<i>Job Title:</i>	Home Department Human Resources Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	HD - HR/Payroll Administration
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	4 Administrator

### JOB SUMMARY

Directs and provides strategic leadership for the operations of the human resources function of a large school or division, including workforce planning, recruitment, compensation administration, training and employee development, performance management, employee relations, payroll, employment records, and other employment services. Ensures human capital strategy and human resource processes are implemented successfully at the school/division level and are aligned with overall school or division and University strategic objectives. Serves as an internal consultant to the school/division executives, management team, supervisors and employees on personnel issues. Coordinates human resources matters with and serves as liaison to central University human resources, payroll and employment services offices. Reports to a Dean or senior administrator.

### 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		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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly relevant experience in human resources

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Master's Degree in Business of Human Resources. Directly relevant experience in human resources with supervisory experience. One or more of the following certifications: PHR, SPHR, SHRM-CP, SHRM-SCP.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the operations and staff involved in the administration and delivery of human resources programs and services. Plans and develops human resources objectives and services to align with school or division and university strategic objectives. Develops and implements workforce plans, compensation administration, recruitment and retention plans, performance management systems and training and professional development programs. Researches and identifies trends and staffing needs to design and establish human resources programs accordingly. Assesses quality of programs with the goal of recommending modifications that will improve services. Remains current in human resources trends and recommends modifications to existing programs and services or creates new human resources programs, systems and services. Develops and coordinates programs and services in consultation with appropriate central human resource, payroll and employment support services departments.				
Oversees the organizational design planning process, job design and creation, recruitment, placement and promotion activities. 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. Manages and coordinates the processes for job applicant interviews, assessments, offers, hiring and onboarding. Promotes and facilitates employee recruitment including, as appropriate the use and management of professional search firms.				
Oversees the school or division's staff compensation administration and workforce planning efforts. Assists managers and supervisors establish and maintain appropriate compensation systems and practices, including wage and salary rates, incentives, selection of job descriptions, job placement, reorganizations, layoffs, transfers, and promotions. Ensures practices are consistent with university policy.				
Serves as primary resource for human resources services for school or division. Counsels managers and supervisors regarding university employment policies and procedures. Serves as an internal consultant to managers and supervisors regarding disciplinary action, including terminations. Monitors effectiveness of performance measurement, coaching and mentoring programs. Ensures compliance with university policies and procedures.				
Directly or indirectly manages all staff serving in a human resources capacity, including recruitment, training and payroll processing, usually through subordinate managers or supervisors. Determines organizational structures, reporting relationships and short-and long-range staffing needs based on school or division strategic objectives. Reviews and approves hiring, termination and salary actions to ensure compliance with departmental requirements and university policy.				
Oversees the school or division's payroll processing function. Ensures compliance with university policies and procedures.				
Assists in coordinating employment-related communications (e.g., benefits, disability, worker's compensation, university employment policies, etc.) when needed and submission of required documentation to the appropriate central university offices. Interacts with central university offices to provide research and background information to facilitate administration and delivery of services.				
Assists central university human resources and other service departments in dispute resolution and complaint investigations. Assists in the internal resolution of employee grievances. Meets with concerned parties to discuss issues and determine best course of action for effective resolutions. Ensures compliance with university and department policies.				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and manages budget. Recommends and/or makes budgetary and resource allocations. Provides financial status reports.				
Directs the review and analysis of training and professional development needs on a regular basis. Determines training and performance management needs. Identifies or develops programs to meet staff training and performance management requirements.				
Works with central human resources and payroll service offices to appropriately maintain employee records and files. Oversees the generation of reports for monitoring and performs trend analyses.				
Maintains currency with, understands and ensures compliance with all university and school/division policies and procedures and with all federal, state and local laws related to employment law and human resources best practices.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.		X		
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time				

## 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: <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.