



USC University of
Southern California

Personnel Director (Centralized) Job Description

JOB INFORMATION

Job Code:	117023
Job Title:	Personnel Director (Centralized)
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	4 Administrator

JOB SUMMARY

Directs the operations of a centralized personnel unit or program that provides support and service to the university. Directs the planning, coordination and delivery of services through subordinate staff. Participates in short- and long-term planning efforts and program design. Oversees administrative functions to include planning and scheduling delivery of services, program development and evaluation, policy development and implementation, budget and personnel administration.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
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

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		Directly relevant experience in personnel field along with supervisory experience.
	X	Directly relevant experience in personnel field along with supervisory experience in an educational institution.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs the planning, coordination, implementation and management of a centralized personnel unit or program that provides support and service to the university. Directs the planning and development of personnel unit or program objectives, services and processes. Ensures that planning efforts are integrated with those of other university offices. Determines personnel unit or program priorities and allocates resources accordingly. Researches and identifies trends and needs and establishes personnel unit or program directions accordingly. Assesses quality of unit or program services. Modifies existing services and/or creates new services. Oversees special projects as assigned. Links personnel unit or program services and operations with other relevant departments on campus.				
Directly or indirectly manages all staff assigned to personnel unit or program, usually through subordinate supervisors. Determines staffing needs based on short and long-term plans and goals. Reviews and endorses or makes recommendations for hiring, staff raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit. Provides performance appraisals for staff and determines need for disciplinary action. Makes recommendations or approves plans for staff training and professional development.				
Participates in short and long-term strategic planning, making or recommending modifications and/or additions to services provided, staffing and organizational plans, and corresponding budgetary implications.				
Directs the delivery of services to employees and/or other targeted program participants or beneficiaries. Communicates program priorities and performance standards. Reviews and assesses operations and services for effectiveness and efficiency. Recommends changes as needed to improve delivery of personnel unit or program services.				
Directs the development and administration of personnel unit or program policies and procedures. Reviews and recommends revisions as necessary. Directs the dissemination, interpretation and application of policies university-wide. Recommends and/or approves exceptions. Maintains currency on existing and pending legislation to ensure overall compliance with regulatory requirements. Ensures staff and university community are kept informed of changes and updates.				
Serves as university's primary liaison to faculty, staff, administrators, agency representatives, and other professionals outside the university for personnel unit or program or on related policies and procedures. Interacts with university management, faculty and staff to exchange information and to provide guidance, assistance and expertise.				
Resolves issues and requests presented by faculty, staff and university administrators. Provides consultative services and/or meets with concerned parties to discuss issues and requests and determine best course of action for effective resolution.				
Informs management of trends and developments in field. Gives advice and counsel regarding current developments. Assesses impact of legislation on existing programs and makes changes as appropriate.				
Plans, develops and manages unit or program budget determining fiscal priorities. Recommends and/or makes budgetary and resource allocations. Provides financial analyses, projections and reports as needed.				
Interacts and negotiates with external vendors and administrators to plan and coordinate the delivery of services, existing or new. Assesses capabilities and performance and makes recommendations to management regarding continued use of services.				
Develops strategies for communicating services such as personal networking, web site, training and information sessions, newsletters, publications or other communication materials, and events planning.				
Directs the development, maintenance and enhancement of information systems to support operations. Ensures that internal systems complement university-wide systems. Coordinates with other university offices to ensure compatibility of related systems.				
Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences; makes formal presentations.				

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.