



USC University of
Southern California

Senior HR Partner Job Description

JOB INFORMATION

<i>Job Code:</i>	117705
<i>Job Title:</i>	Senior HR Partner
<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>	5 Manager

JOB SUMMARY

Acts as a school/business unit's strategic advisor, focused on improving the employee experience and achieving unit and university objectives. Works closely with leadership to consult, advise, coach and partner on people and organizational needs. Drives HR activities aligned to overall talent and organizational strategies (e.g., performance management, talent and succession planning, employee onboarding, total rewards/compensation, labor/employee relations). Manages the alignment between unit and university initiatives, focused on successful execution and outcomes while considering immediate and broader implications. Provides leadership to other HR partners and maintains communication with the HR Solution Center and relevant expertise centers. Ensures compliance with all HR policies and practices within areas of responsibility and with legislative and regulatory requirements, standards, and other applicable policies and guidelines.

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	
	X	Master's degree		Or
	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.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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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		Bachelor's degree in business, human resources, psychology, industrial relations or a related field.
X		Seven 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 and sensitive information articulately through presentations/reports to executive leadership and other varied audiences.
X		Demonstrated success consulting with unit leaders about talent management strategies (e.g., talent assessments, employee/labor relations, performance management).
X		Ability to work with multiple leaders and manage competing priorities.
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		Excellent mentoring/coaching skills and leadership abilities.
X		Ability to manage one or more direct reports.
X		Proficiency with Microsoft Office.
	X	Master's degree in business, human resources, psychology, industrial relations or related fields.
	X	Ten or more years' experience in HR and/or human capital management.
	X	Experience in higher education and in consultative roles.
	X	Knowledge of human capital management software and analytics (e.g., Workday).

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 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 strategically with leadership, leveraging workforce data and insights to ensure the university hires, develops and retains optimal talent. Maintains open lines of communication, identifying productive and proactive HR partnerships with managers that enable prompt responses to issues as they arise. Provides HR templates, guidance and counsel on complex employee matters,				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
working with HR subject matter experts as needed to mitigate legal risk and ensure regulatory compliance.				
Serves as assigned unit's HR representative during strategic planning, advising on possible impacts to workforce. Understands and stays current with units' nuanced services, goals, plans and culture. Partners with relevant stakeholders to gather and analyze data supporting effective decision-making and talent planning (e.g., hiring, compensation, professional development). Leverages leading practices and data to educate unit leadership on trends and insights allowing for proactive talent strategies and actions. Analyzes unit feedback and insights to develop new strategies and initiatives supporting business goals.				
Manages and resolves employee/labor relations matters through problem-solving, coaching and advising. Provides advice and guidance to management on talent and organizational matters (e.g., performance management, career development, disciplinary actions), advises and delivers communications during complicated and sensitive situations, and communicates complex policies and procedures in ways promoting action and compliance. Produces documents, proposals, presentations and reports tailored to audience needs.				
Coaches other HR partners on best practices and provides guidance and oversight to any assigned direct reports. 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 proposed and existing 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.