



Assistant Director, Human Resources Admin (Central) Job Description

JOB INFORMATION

Job Code:	117021
Job Title:	Assistant Director, Human Resources Admin (Central)
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	HR Administration
Job Family Group:	Human Resources
Management Level:	5 Manager

JOB SUMMARY

Assists in directing the operations of Human Resources Administration. Participates in 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, as assigned.

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.

<input type="checkbox"/>	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.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
--------------------------	---

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly relevant experience in human resources field along with supervisory experience.
	X	Directly relevant experience in human resources field along with supervisory experience in an educational institution.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X	Professional in Human Resources - PHR	
	X	Senior Professional in Human Resources - SPHR	
	X	SHRM (Human Resource Certification)	

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in directing the planning, coordination, implementation and management of Human Resources Administration. Assists with directing the planning and development of Human Resources Administration objectives, services and processes. Ensures that planning efforts are integrated with those of other university offices. Participates in determining Human Resources Administration priorities and the allocating of resources accordingly. Researches and identifies trends and needs and assists in establishing Human Resources Administration directions accordingly. Assesses quality of service for department. Proposes modifications to existing services and/or new services. Oversees special projects as assigned. Links services and operations with other relevant departments on campus.				
Directly or indirectly manages staff assigned to Human Resources Administration. Proposes 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 work guidance actions within Personnel Services, as required. Provides performance appraisals for staff and determines need for disciplinary action, as required. Makes recommendations 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 services.				
Participates in directing the development and administration of Human Resources Administration policies and procedures. Reviews and recommends revisions as necessary. Directs the dissemination, interpretation and application of policies university-wide. Recommends 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 secondary liaison to faculty, staff, administrators, agency representatives, and other professionals outside the university for Human Resources Administration 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 proposes changes as appropriate.				
Recommends 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, as assigned. Participates in assessing capabilities and performance and propose recommendations to management regarding continued use of services, as needed.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Participates in developing strategies for communicating services such as personal networking, web site, training and information sessions, newsletters, publications or other communication materials, and events planning.				
Participates in directing the development, maintenance and enhancement of information systems to support operations, as needed. Assists in ensuring that internal systems complement university-wide systems. Assists in coordinating 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.