UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, Human Resources (Centralized)

Job Code: 117024

OT Eligible: **No**

Comp Approval: **3/31/2020**

JOB SUMMARY:

Oversees, directs and provides strategic leadership for the operations and activities of a centralized human resources function(s) that may cover an area(s) such as employment practices and human resources consulting, compensation administration, employee recruitment and placement, workforce planning, performance management, training and employee development, equal opportunity and affirmative action, worker's compensation and disability, benefits administration, labor relations, employee grievances and dispute resolution, investigations, regulatory and institutional compliance, and policy development. Oversees human resources program planning and development, delivery of services, policy development and implementation, budget and personnel administration through subordinate staff. Directs comprehensive short-term and long-range strategic plans for centralized human resources function(s) and initiatives to enhance operations, programs and services. Partners with members of the university to advance and build support for changes in and enhancements to human resources function(s) and initiatives. Ensures centralized human resources function(s), initiatives, activities, processes, policies, procedures and guidelines are implemented successfully and are aligned with university strategic objectives. Serves as an authority in human resources field(s).

JOB ACCOUNTABILITIES:

*E/M/NA	% TIME	
_____	_____	Oversees the planning, coordination, implementation and management of a centralized human resources function or multiple functions such as employment practices and human resources consulting, compensation administration, employee recruitment and placement, workforce planning, performance management, training and employee development, equal opportunity and affirmative action, worker's compensation and disability, benefits administration, labor relations, employee grievances and dispute resolution, investigations, regulatory and institutional compliance, and policy development that provide support and service to the university. Directs the planning and development of human resources function(s) and unit(s) objectives, initiatives, programs, services, processes and activities to align with university strategic objectives. Offers innovative and forward-looking approaches to all aspects of human resources program management. Determines centralized human resources function(s) and unit(s) priorities and allocates resources accordingly. Ensures that planning efforts are coordinated and integrated with those of other relevant university offices.
_____	_____	Serves in a leadership role in the development of comprehensive short-term and long-range strategic plans for centralized human resources function(s) and initiatives to enhance operations, programs and services. Partners with members of the university to advance and build support for changes in and enhancements to human resource function(s), initiatives and services. Modifies and/or adds to services provided, staffing and organizational plans and corresponding budgetary implications to meet business needs.

_____ _____ Researches and identifies trends and needs to design and establish centralized human resources program(s) accordingly. Assesses quality of program(s) with goal of expanding and/or improving services, as appropriate. Oversees modification of existing services and/or creation of new services. Oversees special projects for centralized human resources program(s) as assigned.

_____ _____ Serves as authority in the field and liaison for assigned centralized human resources function(s), programs, and services for the university community such as employment practices and human resources consulting, compensation administration, employee recruitment and placement, workforce planning, performance management, training and employee development, equal opportunity and affirmative action, worker's compensation and disability, benefits administration, labor relations, employee grievances and dispute resolution, investigations, regulatory and institutional compliance, and policy development. Provides expertise, leadership and strategic consultative services to senior administrators, faculty, staff and students. Discusses issues and requests with concerned parties to determine best course of action for effective resolution.

_____ _____ Directly or indirectly manages all assigned subordinate staff serving in a human resources capacity, usually through subordinate supervisors. Determines organizational structure, reporting relationships and short and long-term staffing needs based on goals and objectives. Oversees performance appraisal process for staff. Recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions. Provides employee counseling and discipline as necessary.

_____ _____ Oversees the delivery of services to school/department human resources partners, senior administrators, employees and/or other targeted program participants or beneficiaries. Fosters a continuous improvement and customer-oriented approach to service school/department human resources partners, senior administrators, faculty, staff and/or others. Communicates program priorities and performance standards to direct reports. Reviews and assesses operations and services for effectiveness and efficiency. Initiates changes as needed to improve delivery of program and services.

_____ _____ Has responsibility for the development and administration of human resources program(s) policies and procedures. Ensures policies and procedures reflect current best practices and are consistently applied across the university. Reviews and recommends revisions as necessary. Directs the dissemination, interpretation and application of policies university-wide. Recommends and/or approves exceptions. Ensures university community is kept informed of changes and updates.

_____ _____ Plans, develops and manages budgets for centralized human resources program(s). Recommends and/or makes budgetary and resource allocations. Approves/disapproves departmental expenditures. Develops projections for short and long-term planning. Provides financial analyses and reports as needed.

_____ _____ Interacts and negotiates with external vendors and administrators to plan and coordinate the delivery of human resources services, existing or new. Assesses capabilities and performance and makes recommendations to management regarding continued use of services.

_____ _____ Oversees development of strategies for communicating centralized human resources services such as human resources partners meetings, orientations, benefit fairs, video/media presentations, personal networking, web sites, training and information sessions, consultations, publications or other communication materials, and events planning.

_____ _____ Directs the development and maintenance of human resources information systems and procedures to support operations. Assesses adequacy of existing systems and directs changes as needed. Ensures that internal systems complement university-wide systems. Coordinates with other university offices to ensure compatibility of related systems.

_____ _____ Maintains currency with, understands and ensures compliance with all university policies and procedures and with all federal, state and local laws related to employment law and human resources best practices. Informs senior management of current human resources trends and developments. Gives advice and counsel regarding current developments. Assesses impact of legislation on existing programs and makes changes as appropriate.

_____ _____ Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences, etc. Represents university and/or centralized human resources program(s) as assigned or as appropriate. Makes formal presentations as needed.

_____ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. 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.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No

☐ Yes 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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

7 years

Minimum Field of Expertise:

Progressively increasing leadership, planning and management experience in human resources field. Demonstrated strong organization, planning, analytical, innovative, critical thinking, strategic, collaboration, interpersonal and relationship building skills are essential. Established experience designing and executing human resources program(s).

Ability to work closely with school/department human resources partners and senior administrators in maintaining and implementing effective human resources programs that interface with university-wide programs. Thorough knowledge of management principles, budgeting, finance and applicable laws/regulations.

Preferred Education:

Master's degree

Preferred Experience:

10 years

Preferred Field of Expertise:

Knowledge of higher education operations and environment in addition to human resources experience. One or more of the following certifications: PHR, SPHR, SHRM-CP, SHRM-SCP.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)

Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Manages through subordinate supervisors.

Supervises: Nature of Work:

Administrative
Clerical/Secretarial
Managerial
Professional/Paraprofessional

Comments:

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

SIGNATURES:

Employee: _____ **Date:**_____

Supervisor: _____ **Date:**_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer