

## **HUMAN RESOURCES MANAGER**

Job Classification

Adopted: May 1, 2005

Revised: July 1, 2009

### **JOB FAMILY CONCEPT**

This family consists of three levels of managerial work encompassing positions responsible for a wide range of human resources activities and supervision. Levels are distinguished based on the complexity and scope of responsibilities and the independence of action. This job family is distinguished from the Human Resources Professional family by having management responsibilities and increased accountability. HR Managers are distinguished from HR supervisors by the greater degree of responsibility of organizing, planning and leading a fiscal department, managing a larger staff, and serving as a strategic advisor. It is distinguished from the Administrative Management family by having a primary focus on human resources management. Positions in this family explain, justify, defend and develop department and University human resources programs, policies, rules, and regulations and negotiate and resolve sensitive and controversial issues. Positions in this family esource

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- Investigate and resolve complex problems
- Prepare correspondence and reports
- Develop and administer budgets
- Commit the organization to major obligations and expenditures
- Negotiate and or administer collective bargaining agreements
- Mediate conflict
- Advise on job and organizational design and development
- Maintain confidentiality of

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