



Job Title	Director, Human Resources I, II, III	Job Code	HR0716, HR0717, HR0718
Pay Plan	A&P	Pay Grade	20, 21, 22
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	Human Resources Generalist

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Generalist Professionals serve as a liaison between the University Human Resources office and assigned units. Provides interpretation and advice on HR policies and procedures. Assists with the recruitment and selection of employees, employee relations, general compensation questions, and performance management.

Job Summary

Responsible for the Human Resources functions for the assigned college or division. Oversees employment, maintenance of confidential records, payroll processing, benefits, leave, workers' compensation, training, compensation, performance appraisals, and staffing structure for assigned college or division.

Representative Duties

1. HR Operations

- Acts as a liaison between the UCF Human Resources department and the college/division
- Develops, reviews, interprets, and recommends policies and procedures for assigned college/division
- Reviews and approves electronic personnel actions
- Assists employees with insurance and retirement

2. Employee and Labor Relations

- Assists management team with employee relations, disciplinary actions, and the interpretation of SUS/University/department rules and policies pertaining to personnel/employee relations issues
- Guides and counsels supervisors about employee relations and performance appraisal issues, and recommends appropriate courses of action to assure consistency in application of discipline throughout the departments
- Advises management about employee or administrative issues related to collective bargaining

3. Special Projects

- Manages the development of training classes specific to the needs of the college/division
- Conducts new hire orientations, open enrollment sessions, and other educational seminars as needed
- Manages planning, implementing, and completion of studies and reports for personnel-related matters

4. Payroll

- Provides bi-weekly departmental query data after each payroll, and researches and corrects errors
- Recommends and manages budget for HR/Payroll and Training

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

Level III

- Managing projects
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.