



Job Title	Business Unit Human Resources Manager	Job Code	HR0714
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
		Union Code	0
Job Family	Human Resources	Subfamily	Human Resource 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. Provide interpretation and advice on HR policies and procedures. Assist with the recruitment and selection of employees, employee relations, general compensation questions, and performance management.

Job Summary

Provides management for several human resources functions including but not limited to personnel records, reporting, office operations, and budgeting. Working knowledge of human resources and accounting principles are used to complete assigned duties. Requires up to date knowledge of current state, federal, and university policies and procedures.

Representative Duties

1. Record Management

- Manages personnel files
- Archives records in accordance with state regulations regarding records management
- Processes and oversees the completion of personnel action forms
- Documents all leave records

2. Annual Reporting

- Collects and inputs data for annual reporting purposes
- Performs analysis of data and prepares draft reports
- Ensures proper completion and timely submission of annual reports

3. General Human Resources

- Coordinates performance appraisal process
- May assist in drafting new policies and procedures related to human resources
- Researches and provides cost estimates regarding personnel and operational expenses/needs
- Verifies cost center reports

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

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.