

# Job Family Matrix

<b>Job Function:</b> Human Resources		<b>Job Family:</b> HR Generalist – Professional	
<b>Job Family Summary:</b> Provide a broad range of human resources services and consulting, which may include recruitment, compensation, employee and labor relations, HRIS, payroll, organizational design, program management, and training for managers, faculty and staff, in service of the University’s world changing mission and to promote an inclusive and innovative work environment.			
<b>Job Title:</b> HR Generalist II		<b>Job Title:</b> HR Generalist III	
<b>Job Code:</b> H0456P		<b>Job Code:</b> H0457P	
<b>Grade Level:</b> 56 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> December 2017		<b>Effective/Revision Date:</b> December 2017	
<b>Job Summary</b>		<b>Job Summary</b>	
Independently perform a broad range of human resources services, and provide guidance, and advice for assigned school or unit(s) and/or Senior HR.		Independently provide a broad range of Human Resources advice and services for assigned client groups and/or Senior HR.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Act as primary source of information on all Human Resources related policies and practices</li> <li>• Participate in the development and implementation of departmental strategic plan</li> <li>• Partner with managers and participate in organizational design</li> <li>• Manage Human Resources administrative systems</li> <li>• Facilitate the performance management process by supporting both managers and staff</li> <li>• Support the administration and implementation of the annual merit increase and bonus process</li> <li>• May provide training to clients/staff</li> <li>• May coordinate the recruiting and appointment process with a focus on diversity</li> <li>• May administer leave management and accommodation processes</li> <li>• May participate in initial data intake and analysis for compensation requests</li> <li>• May manage HR financial activities</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>		<ul style="list-style-type: none"> <li>• Advise managers on legal guidelines for hiring, managing, disciplining, and evaluating employee performance</li> <li>• Partner with managers to drive effective performance management and individual priorities</li> <li>• Provide coaching to management and staff to encourage effective communication, objective problem resolution, and productive development conversations</li> <li>• Work with managers and department heads regarding all compensation requests</li> <li>• Develop necessary metrics/reports to support decision making</li> <li>• Assist with the buy-in and implementation of processes of organizational change initiatives and HR programs</li> <li>• Manage and implement the annual merit increase and bonus process</li> <li>• May provide training to clients/staff</li> <li>• May consult with hiring managers and coordinate various recruiting and hiring activities</li> <li>• May administer various HR programs</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>	
		<ul style="list-style-type: none"> <li>• Provide technical guidance, consulting, and problem resolution for human resources related issues</li> <li>• Consult with managers and employees on employee relations issues</li> <li>• Coach managers or arrange coaching in performance management, employee relations, retention and career development</li> <li>• Advise, interpret, communicate, and participate in the development of HR policies, practices, and processes</li> <li>• Collaborate with managers to identify issues and enhance organizational design, development or training needs</li> <li>• Manage salary administration for new hires, reclassifications, reorganizations, and special projects</li> <li>• Manage compensation activities including conducting equity reviews of all staff; ensure that any contractual increases are implemented accurately and on-time</li> <li>• Manage and implement the annual merit increase and bonus process</li> <li>• Provide training to clients/staff</li> <li>• May Function as subject matter expert or project lead</li> <li>• May provide recruitment services for hiring managers and departments in collaboration with recruiters</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>	

## Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 3 years' relevant HR experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' relevant HR experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant HR experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Working knowledge of employment law, and HR policies and practices; financial/business acumen</li> <li>• Demonstrated experience with the administration of bargaining unit policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; financial/business acumen</li> <li>• Demonstrated experience with the administration of bargaining unit policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; financial/business acumen</li> <li>• Demonstrated experience with the administration of bargaining unit policies and procedures</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

## Job Family Matrix

<b>Job Function:</b> Human Resources	<b>Job Family:</b> HR Generalist – Professional
<b>Job Family Summary:</b> Provide a broad range of human resources services and consulting, which may include recruitment, compensation, employee and labor relations, HRIS, payroll, organizational design, program management, and training for managers, faculty and staff, in service of the University’s world changing mission and to promote an inclusive and innovative work environment.	
<b>Job Title:</b> HR Generalist V	<b>Job Title:</b> HR Generalist VI
<b>Job Code:</b> H0459P	<b>Job Code:</b> H0460P
<b>Grade Level:</b> 59 <b>Exemption:</b> Exempt	<b>Grade Level:</b> 60 <b>Exemption:</b> Exempt
<b>Effective/Revision Date:</b> December 2017	<b>Effective/Revision Date:</b> December 2017
<b>Job Summary</b>	
Provide strategic guidance, advice, and leadership to clients on all Human Resources related activities, in support of/or aligned with local business priorities.	Direct strategic human resources consulting services in the area of complex employee relations matters, organizational design and development, change management, recruitment, compensation, learning and development strategies, and diversity initiatives; broker these services as needed.
<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Consult with clients on employee relations, recruitment, compensation, learning and development strategies, diversity initiatives, and enhancements to the work environment</li> <li>• Provide expert advice and coaching to managers and employees</li> <li>• Collaborate with managers, faculty, staff, and bargaining unit representatives to understand business needs and strategically address workplace issues</li> <li>• Partner with leadership on organizational transformations, defining HR goals and associated change management and communications efforts</li> <li>• Lead change processes to create a culture of productivity and engagement</li> <li>• Create and deliver effective human resources programs, learning and development opportunities, initiatives, and offerings to a wide range of audiences</li> <li>• Seek efficiencies and recommend improvements in processes and systems</li> <li>• Provide specialized research, data analytics, and reporting to inform decision-making</li> <li>• Function as subject matter expert or project lead</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Build relationships with senior business leaders to understand needs and develop/deliver tailored HR programs and processes</li> <li>• Contribute to the business strategy by helping senior leaders to identify, prioritize and build organizational capabilities</li> <li>• Provide strategic human resources consulting services; develop, deliver and manage a full range of HR programs for multiple organizational units</li> <li>• Address a wide range of complex problems and assist in the resolution of escalated employee relations issues and mediate disputes</li> <li>• Provide expert advice and coaching to employees and managers</li> <li>• Collaborate with senior HR leadership to ensure appropriate level of resources as work/projects peak and flow</li> <li>• Lead program and process/procedure reviews, develop and implement improvements</li> <li>• Represent the school/unit at the university level and to external constituencies</li> <li>• Function as subject matter expert or project lead</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>

# Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 8 years' relevant HR experience</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree or equivalent work experience required</li> <li>• Minimum of 10 years' relevant HR experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; financial/business acumen</li> <li>• Demonstrated experience with the administration of bargaining unit policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced functional knowledge of Human Resources policies and processes; business acumen</li> <li>• Demonstrated experience with the administration of bargaining unit policies and procedures</li> </ul>
Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

# Job Family Matrix

<b>Job Function:</b> Human Resources		<b>Job Family:</b> HR Generalist – Management	
<b>Job Family Summary:</b> Provide a broad range of human resources services and consulting, which may include recruitment, compensation, employee and labor relations, HRIS, payroll, organizational design, program management, and training for managers, faculty and staff, in service of the University’s world changing mission and to promote an inclusive and innovative work environment.			
<b>Job Title:</b> HR Generalist Mgt III		<b>Job Title:</b> HR Generalist Mgt IV	
<b>Job Code:</b> H0457M		<b>Job Code:</b> H0458M	
<b>Grade Level:</b> 57	<b>Exemption:</b> Exempt	<b>Grade Level:</b> 58	<b>Exemption:</b> Exempt
<b>Effective/Revision Date:</b> December 2017		<b>Effective/Revision Date:</b> December 2017	
<b>Job Summary</b>		<b>Job Summary</b>	
Manage a broad range of Human Resources activities and provide advice and services for assigned client groups and/or Senior HR.		Manage comprehensive human resources consulting services for a unit(s) or department(s). Provide leadership in change processes to create a culture of productivity and engagement.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Evaluate departmental procedures and systems; recommend improvements</li> <li>• Advise managers on legal guidelines for hiring, managing, disciplining, and evaluating employee performance</li> <li>• Partner with managers to drive effective performance management and individual priorities</li> <li>• Provide coaching to managers and staff to encourage effective communication, objective problem resolution, and productive development conversations</li> <li>• Work with managers and department heads regarding all compensation requests</li> <li>• Manage and implement the annual merit increase and bonus process</li> <li>• Develop necessary metrics/reports to support decision making</li> <li>• Assist with the buy-in and implementation of processes of organizational change initiatives and HR programs</li> <li>• May provide training to clients/staff</li> <li>• May consult with hiring managers and coordinate various recruiting and hiring activities</li> <li>• May administer various HR programs</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>		<ul style="list-style-type: none"> <li>• Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Establish and monitor effective human resources processes and systems</li> <li>• Provide technical guidance, consulting, and problem resolution for human resources related issues</li> <li>• Consult with managers and employees on employee relations issues</li> <li>• Coach managers or arrange coaching in performance management, employee relations, retention and career development</li> <li>• Collaborate with managers to identify issues and enhance organizational design, development or training needs</li> <li>• Manage salary administration for new hires, reclassifications, reorganizations, and special projects</li> <li>• Manage compensation activities including conducting equity reviews of all staff; ensure that any contractual increases are implemented accurately and on-time</li> <li>• Manage and implement the annual merit increase and bonus process</li> <li>• Provide training to clients/staff</li> <li>• May provide recruitment services for departments in collaboration with recruiters</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>	
		<ul style="list-style-type: none"> <li>• Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Consult with clients on employee relations, recruitment, compensation, learning and development strategies, diversity initiatives, and enhancements to the work environment</li> <li>• Provide expert advice and coaching to managers and employees</li> <li>• Collaborate with managers, faculty, staff, and bargaining unit representatives to understand business needs and strategically address workplace issues</li> <li>• Partner with leadership on organizational transformations, defining HR goals and associated change management and communications efforts</li> <li>• Lead change processes to create a culture of productivity and engagement</li> <li>• Create and deliver high quality human resources programs, learning and development opportunities, initiatives, and offerings to a wide range of audiences</li> <li>• Seek efficiencies and recommend improvements in processes and systems</li> <li>• Provide specialized research, data analytics, and reporting to inform decision-making</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>	

# Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 5 years' relevant HR experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 7 years' relevant HR experience</li> <li>• Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent work experience required</li> <li>• Minimum of 8 years' relevant HR experience</li> <li>• Supervisory experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• Supervisory Experience</li> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; business acumen</li> <li>• Demonstrated experience with the administration of bargaining unit policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced functional knowledge of Human Resources policies and processes; business acumen</li> <li>• Demonstrated experience with the administration of bargaining unit policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in relevant field</li> <li>• Knowledge of Microsoft Office Suite and HRIS applications and analytics</li> <li>• Advanced knowledge of employment law and HR policies and practices; business acumen</li> <li>• Demonstrated experience with the administration of bargaining unit policies and procedures</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>

## Job Family Matrix

<b>Job Function:</b> Human Resources	<b>Job Family:</b> HR Generalist – Management
<b>Job Family Summary:</b> Provide a broad range of human resources services and consulting, which may include recruitment, compensation, employee and labor relations, HRIS, payroll, organizational design, program management, and training for managers, faculty and staff, in service of the University's world changing mission and to promote an inclusive and innovative work environment.	
<b>Job Title:</b> HR Generalist Mgt VI	
<b>Job Code:</b> H0460M	
<b>Grade Level:</b> 60 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> December 2017	
<b>Job Summary</b>	
Direct and provide strategic human resources consulting services in the area of complex employee relations matters, organizational design and development, change management, recruitment, compensation, learning and development strategies, and diversity initiatives; broker these services as needed.	
<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Build relationships with senior business leaders to understand needs and develop/deliver tailored HR programs and processes</li> <li>• Contribute to the business strategy by helping senior leaders to identify, prioritize and build organizational capabilities</li> <li>• Establish and implement short and long-range goals and services to support key local and university objectives</li> <li>• Provide strategic human resources consulting services; develop, deliver and manage a full range of HR programs for multiple organizational units</li> <li>• Address a wide range of complex problems and assist in the resolution of escalated employee relations issues and mediate disputes</li> <li>• Provide expert advice and coaching to employees and managers</li> <li>• Collaborate with senior HR leadership to ensure appropriate level of resources as work/projects peak and flow</li> <li>• Identify opportunities for program and process improvement</li> <li>• Design and implement effective performance management to create and sustain a high performance workforce</li> <li>• Represent the school/unit at the university level and to external constituencies</li> <li>• May collaborate with a centralized HR function to provide service</li> <li>• Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations</li> </ul>	

# Job Family Matrix

## Basic Qualifications

- Master's degree or equivalent work experience required
- Minimum of 10 years' relevant HR experience
- Supervisory experience

## Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite and HRIS applications and analytics
- Advanced functional knowledge of Human Resources policies and processes; business acumen
- Demonstrated experience with the administration of bargaining unit policies and procedures

## Certificates and Licenses

## Physical Requirements

## Working Conditions

- Work is performed in an office setting