

Ohio University – Compensation 2014
Job Family: Human Resources | Career Track: Individual Contributor

The Human Resources function serves to foster a healthy, productive, and inclusive workforce through the development and implementation of integrated and effective human resources programs, services, and policies. The Human Resources function advises and administers programs in the following areas: benefits, employee/labor relations, employment, HRIS and records, organizational development and training, and other related human resources services. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Provides basic guidance to employees and management on policies and procedures. Initiates and responds to inquiries regarding human resources issues such as pay inconsistencies, basic employee/labor relations concerns, and benefit and employment policies and procedures.</p> <p>OPERATIONS Under direct supervision assists with the day-to-day administration of human resources policies and programs.</p> <p>Manages recruitment and staffing processes, including composing postings and advertisements, screening job applications, conducting initial screening of applicants, reference checks, and onboarding activities.</p> <p>Delivers training to managers and employees.</p> <p>Analyzes complex data and creates reports such as salary survey submittals and vendor reconciliations.</p>	<p>PEOPLE Responds and consults with managers on more complex inquiries such as independently determining and resolving a non-routine classification assessment or providing intervention or resolution regarding employee relations/labor relations issues. Advises managers regarding standard laws and best practices.</p> <p>Manages relationships across the University and with external vendors.</p> <p>OPERATIONS Under general supervision, implements human resources programs following established standards and policies.</p> <p>Interprets and administer contracts and agreements.</p> <p>Provides analysis and recommendations to units regarding strategies to effectively implement programs.</p> <p>Designs and delivers training.</p>	<p>PEOPLE Counsels management on the development and management of human resources programs such as the prevention and resolution of labor agreement disputes, complaints of discrimination, or team building assessment.</p> <p>Partners with management to provide training or development services.</p> <p>Negotiates agreements with managers, vendors, and other parties.</p> <p>OPERATIONS Under general direction, designs and administers human resources programs such as leadership and change management training.</p> <p>Presents the University opinion to appeals and grievances.</p> <p>Prepares proposals for new procedures and programs to better align with unit and/or University plans.</p> <p>Performs complex analysis. Prepares reports and/or presentations for senior management.</p>	<p>PEOPLE Provides advice and guidance on a wide range of complex human resources issues.</p> <p>Partners with senior management and human resources business partners to develop and implement human resources solutions, resources, and compliance.</p> <p>May supervise others but supervision is not a primary responsibility for the position.</p> <p>OPERATIONS Utilizing overall objectives initiates and develops human resources programs to support short-term and long-term department and/or University plans.</p> <p>Monitors changes in guidelines, laws and regulations related to area of responsibility and makes recommendations to ensure compliance with federal, state, and local laws and regulations as well as University policies.</p> <p>BUDGET May be responsible for managing a budget.</p>	None specified.

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Requirements	Knowledge and expertise in concepts, principles, and practices, of human resources typically obtained through a Bachelor's degree in business administration, human resources or related degree and 0 to 2 years of human resources experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Advanced knowledge and expertise in concepts, principles, and practices of human resources typically obtained through a Master's degree in business administration, human resources or related degree and 0 to 2 years of human resources experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Seasoned knowledge and expertise in concepts, principles, and practices of human resources typically obtained through a Master's degree in business administration, human resources or related degree and 2 to 4 years of human resources experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Expert knowledge and expertise in theories, concepts, and practices of human resources typically obtained through a Master's degree in business administration, human resources or related degree and 4 to 6 years of human resources experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	

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