

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

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.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	<p>PEOPLE Oversees a small unit of primarily clerical staff and/or supervises a significant group of students.</p> <p>Directs work activities. Schedules staff and reviews workload.</p> <p>Interviews, trains, and evaluates the performance of employees. Maintains a work culture that is customer service-oriented, productive, and valuing of diversity. Seeks guidance in handling more difficult employee relations issues.</p> <p>OPERATIONS Collects, maintains, and processes information.</p> <p>Communicates directly with customers to ensure their needs are understood and met with the highest quality and efficiency.</p> <p>BUDGET Maintains records of expenditures as they relate to budget in order to operate within the annual allocation of funds.</p>	<p>PEOPLE Supervises and coordinates human resources staff work plans and conducts all supervisory duties.</p> <p>Manages primarily non-exempt employees engaged in the administration of human resources. Plans, schedules, and prioritizes work across employees</p> <p>OPERATIONS. Provides direct supervision to staff. Monitors work activities and customer feedback to ensure work is performed in an acceptable fashion.</p> <p>Provides technical leadership to projects and in the resolution of human resources program or system issues.</p> <p>Develops and maintains positive relationships with internal and external customers and designated vendors.</p> <p>BUDGET Approves expenditures within assigned budget.</p>	<p>PEOPLE Manages, delegates, and prioritizes unit work plan.</p> <p>Responsible for establishing and cultivating a work culture that is customer service-oriented, productive, and valuing of diversity.</p> <p>Develops and maintains positive relationships with department heads, hiring managers, and all internal and external customers, vendors, and trade or industry organizations.</p> <p>OPERATIONS Develops, reviews, and oversees human resources processes, systems, tools, and standards for a highly technical and significant unit within human resources.</p> <p>Manages external consultants and vendors including deadlines, resources, and costs.</p> <p>Manages major projects and prioritizes work to ensure project goals and deadlines are met.</p> <p>Keeps abreast of changes in guidelines, laws, and regulations related to area of responsibility and ensures compliance with federal, state, and local laws and regulations as well as University policies. Recommends changes to policy.</p> <p>BUDGET Assists with the development of budgets or may develop budget for unit. Reviews and monitors budgets.</p>	<p>PEOPLE Determines and aligns staff work plans and goals with the overall strategies established for the department or large subsection of the department.</p> <p>Establishes and fosters partnerships with key stakeholders across the University to ensure compliance and operational excellence.</p> <p>OPERATIONS Provides oversight and advises on human resources policies and procedures for a significant subdivision of human resources.</p> <p>Oversees and/or researches new initiatives. Determines strategy for a large department or significant subsection of human resources. Leads the evaluation of department services including development of department metrics.</p> <p>Monitors changes in guidelines, laws, and regulations related to area of responsibility and ensures compliance with federal, state, and local laws and regulations as well as University policies. Identifies and implements necessary changes.</p> <p>BUDGET Forecasts, develops, and manages business plans and budget.</p>	<p>PEOPLE Manages managers of multiple complex areas of human resources with high impact on the University.</p> <p>Collaborates with senior leadership to align human resources strategies and goals with University vision and long-term strategies.</p> <p>OPERATIONS Responsible for the strategic alignment, long-term planning, and management oversight of University-wide human resources strategies, policies and programs.</p> <p>Leads the development of high-impact human resources strategies, programs, and systems that better position the University in the competitive marketplace.</p> <p>Works closely with University leadership to develop long-term plans and strategies for the University and establish Human Resources' role in the achievement of the University's vision</p> <p>BUDGET Develops, reviews, and monitors budget of entire department or unit.</p>

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices of human resources as well as the management of employees typically obtained through an Associate's degree and two or more years of human resources experience including lead and/or supervisory experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Knowledge and expertise in concepts, principles, and practices of human resources as well as the management of employees typically obtained through a Bachelor's degree in business management or human resources and 3 or more years professional experience including supervisory experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Knowledge and expertise in concepts, principles, and practices of human resources as well as the management of employees typically obtained through a Bachelor's degree in human resources, business administration, or related field and 4 to 6 years of professional experience in human resources including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Seasoned knowledge and expertise in theories, concepts, and principles of human resources as well as the management of employees typically obtained through a Master's degree in human resources, business administration, or related field and 6-8 years of professional experience in human resources including experience managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>	<p>Expert knowledge and expertise in theories, concepts, and principles of human resources as well as the management of employees typically obtained through a Master's degree in human resources, business administration, or related field and 8 or more years of professional experience in human resources. This will include significant experience in managing financial and human resources as well as experience developing, gaining support for, and executive short- and long-term strategic plans. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.</p>