**Assistant Director, Human Resources Standard Job Description**

**Classification Title:** Assistant Director, Human Resources

**FLSA Exemption Status:** Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Assistant Director of Human Resources (HR), under general direction, plans, manages, and oversees activities, operations and projects in the Human Resources Department. Develops schedules, priorities, and standards for achieving goals. Assists in developing strategic plans for the human resources department. Oversees, coordinates, and evaluates one or more human resources functions and/or units.

**Essential Duties and Tasks:**

**40%: Employee Support**

* Plans, manages, and oversees activities, operations and projects in the human resources department.
* Oversees, coordinates, and evaluates one or more human resources functions and/or units.
* Develops schedules, priorities, and standards for achieving goals.
* Facilitates difficult interactions and escalates issues to a higher level when warranted.
* Partners with management to suggest HR solutions that are creative, innovative, effective, and based on best practices and/or research.
* As needed, works with international services, faculty affairs, student employment, graduate professional school, research, payroll, and tax on highly complex questions and requests.
* Recruits, hires, trains, supervises, evaluates performance, and develops professional development plans for assigned staff.
* Develops, implements, and administers guidelines, policies, regulations, rules, and standard administrative procedures.
* Oversees compliance with government standards, policies, procedures, and activities.

**30% Leadership Support**

* Assists in developing strategic plans for the human resources department.
* Advises and assists in developing and aligning the department's human capital strategy to achieve strategic initiatives.
* Participates in planning, prioritizing, and coordinating operational or procedural matters to meet department goals and objectives.
* Assists in planning and budgeting for the human resources department.
* Advises leadership on issues, rules, policies, regulations, and standard administrative procedures related to human resources management.
* Researches and completes various projects, as requested by the HR Leadership.
* Partners with management to understand the department’s current and future HR challenges, and identify HR needs and opportunities for improvement.
* May serve as a backup Assistant Director in another specialized human resource function in an assigned area, such as benefits, classification and compensation, employee relations, immigration, leave, onboarding, payroll, performance evaluation/management, organization development, recognition/rewards, recruitment, and workers’ compensation.

**30% Communication & Engagement**

* Effectively communicates HR programs, practices, and policies to employees and management.
* Ensures compliance with state and federal laws and regulations.
* Effectively communicates with non-HR and HR leaders.
* Prepares, reviews, and compiles reports, analyses, compliance, and surveys.
* Develops custom reports.
* May direct and oversee specialized training related to a human resources functional unit.
* Develops formal and informal messages as appropriate for intended audiences. Presents information to management on a needed basis.
* Develops and maintains network of professional contacts within the university including peers in HR and non-HR roles, customers, and management.
* May oversee and manage specialized HR events and programs.
* Attends human resources trainings and/or informational meetings.
* Represents the human resources department on various campus and community committees.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Strong supervisory and organizational skills.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of HR concepts, principles, and practices.
* Knowledge of state and federal policy in the assigned specialty HR area.
* Excellent written communication, analytical, interpersonal, and customer service.
* Ability to work with a wide range of personalities.
* Ability to communicate with leaders.
* Ability to work with sensitive information and maintain confidentiality.

**Machines and Equipment:**

* Computer: 35 hours.
* Telephone: 3 hours.

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**