**Manager, Human Resources Standard Job Description**

**Classification Title:** Manager, Human Resources

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Minimum Pay:** $83,175

**Job Description Summary:**

The Manager, Human Resources, under direction, organizes, manages, and leads human resource functions. Develops schedules, priorities, and standards for achieving goals. Provides guidance to departments and management regarding HR practices, compliance, laws, regulations, and ethics. Researches and completes various projects, as requested by the HR Leadership.

**Essential Duties and Tasks:**

**60% Human Resources Management**

* Organizes, manages, and leads human resources unit.
* Develops schedules, priorities, and standards for achieving goals.
* Assists in developing strategic plans for the human resources unit.
* Provides guidance to departments and management regarding HR practices, compliance, laws, regulations, and ethics.
* Effectively communicates HR programs, practices, and policies to employees.
* Ensures compliance with state and federal laws and regulations.
* Effectively communicates with HR leaders.
* Oversees and manages the specialized training program.
* Oversees the development and revisions made to training materials.
* Oversees and approves actions in the HRIS System or related systems.
* Resolves and troubleshoots escalated and complex issues.
* Advises management on the administration of operating plans and policies for human resource activities.
* Develops and revises guidelines, policies, regulations, rules, and standard administrative procedures. audits of human resources to ensure compliance with policies and procedures.
* Advises staff and management 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 managers to understand the department’s current and future HR challenges, and identify HR needs and opportunities for improvement.
* Develops formal and informal messages as appropriate for intended audiences.
* Oversees and/or prepares reports and documents related to human resources activities.

**30%: Supervision**

* Recruits, hires, trains, supervises, evaluates performance, and develops professional development plans for assigned staff.

**5% Collaboration**

* As needed, works with international services, faculty affairs, student employment, graduate professional school, research, payroll, and tax on highly complex questions and requests.
* Develops and maintains network of professional contacts within the university including peers in HR and non-HR roles, customers, and management.

**5% Miscellaneous**

* May oversee and manage specialized HR events and programs.
* May serve as a backup manager 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.
* Attends human resources trainings and/or informational meetings.

**Required Education and Experience:**

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

**Required Licenses and Certifications:**

* None

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

* 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.
* Ability to multitask and work cooperatively with others.

**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**