

Job Level	HR Manager for HDS	Management Level I
Problem Solving	<ul style="list-style-type: none"> <li>* Determines HR operational functions for HDS including personnel needed to effectively address HR activities</li> <li>* Determines the best practices to operationalize and implement strategic and tactical HR initiatives and goals</li> <li>* Determines and provides effective methods of utilization, communication, trainers/training, and mentoring of all HDS staff, as well as department/unit personnel who serve an HR function.</li> <li>* Interpret federal, state, and university HR law, policies, guidelines, and procedures and designs, implements, and administer HDS HR policies, guidelines and procedures to ensure compliance and optimize HR activities effectiveness and efficiencies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Teams work within prescribed rules, guidelines, and policies and work is often transactional/ routine/cyclical in nature.</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Counsels, advises and mentors leadership/supervisors at all levels of HDS on HR policies/procedures/practices to support and enhance employee relations in a compliance-oriented manner</li> <li>* Oversee internal HR communications and information dissemination; in-person, phone, email and teleconferencing; maintain ABC HR web pages; develop and post instructional guides and fillable forms; conduct presentations; and facilitate trainings/identify and host trainers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adapts communication styles to differing audiences.</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* Supervise the following areas and personnel: Payroll, Worker's Compensation, Leave, State Classified employment, Targeted AP employment, Bilingual Services, and oversee the personnel in these areas which includes these positions' duties, performance evaluation, rating and salary/raise.</li> <li>* Oversee official personnel files/records maintenance and retention for payroll, worker's compensation and employment and compliance with university, state, federal law and policy.</li> <li>* Guide the creation and classification of salaried/professional positions in conjunction with central HR and Equal Opportunity Offices to ensure best practices and consistency in personnel administration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Department/unit focused.</li> <li>▪ Work provided by the team has short-term (within one year) impact by nature.</li> <li>▪ Directs the application or existing principles.</li> </ul>
Financial/ Budget Responsibility	<ul style="list-style-type: none"> <li>* none</li> </ul>	<ul style="list-style-type: none"> <li>▪ Takes action to monitor costs of work team.</li> <li>▪ May contribute to the department's fiscal management.</li> </ul>
People Management	<ul style="list-style-type: none"> <li>* (6) FTE SC employees: #15781, #8562, #6185, #15425, #14928, #18904</li> <li>* (1) SC hourly employee #22425</li> <li>* Dotted line to HR Manager from 1 hourly employee who also reports to HDS Training Assistant Director</li> <li>* Dotted line to HR Manager from 1 Administrative Professional employee who also reports to CSU Ombuds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages teams typically comprised of technical / administrative support roles that are homogeneous in nature.</li> <li>▪ May have people management responsibility for pay reviews, performance management, and resource planning.</li> </ul>