

**HR Division of
Labor
Client Services**

Client Services Director

Strategic partner to Executive Leadership

Executes HR strategy & consultative services:

General Employment Practices/Employee Relations/Labor Relations/Organizational Development/Compensation & Benefits/Affirmative Action/Equal Employment Opportunity/Policy Development & Interpretation/Workplace Investigations/HR Regulatory Compliance/HRIS Utilization/Workforce Planning/Talent Acquisition/Career Development/Succession Management/Employee Engagement

Partners with Central offices to execute strategic initiatives (OED, TCW, Payroll, OEO, etc.)

Develops, monitors & modifies client service level agreements

Ensures service expectations are achieved

Provides overall leadership & guidance to HR functional area; directs HR staff activities & workflow

Conducts appraisals & provides coaching & counseling to HR staff

Sr. HR Consultant

Handling Special Projects

Mentoring HR Consultants

Employee Relations Incidents/Labor Relations Consulting (in partnership with LR)

Conduct workplace investigations (with central HR & OEO as appropriate)

Job Analysis/Job Descriptions/Position Classifications (in partnership with TCW)

Interviewing & Selection (participate in search committees)

Staff Development & Conduct Training Sessions

Labor Law Guidance (in consultation with Academic Personnel & LR)

Policy Interpretation & Administration

Organizational Development (in partnership with OED)

Talent Management/Succession Planning (in partnership with OED)

Performance Management/Performance Appraisal Review & Consultation

Leave Management (i.e., FMLA) and Administration

Provides counsel on Promotions, Transfers, Demotions

Counsel & Administer Non-Rep Merit Program

Attendance Management

Employee Reorganization/RIF Administration

HR Consultant

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Talent Management Coordinator

Talent Acquisition (job posting – OHS and external sources, resume review, conducts phone screens, candidate testing, interview guide development*, interview & selection* participation in search committees*, provide consultation to Hiring Manager on candidate selection* extend & negotiate job offers* creates position #'s for new pool/new grant funded positions)*

Provide Guidance to Client on Hiring Practices

OHS Administration and Auditing of OHS

Pre-hire Preparation (background check per policy, reference check, I-9 eXpress, E-Verify)

Facilitates background check process for all employees, students and appropriate volunteers

Conducts New Hire Orientation

Prepares Onboarding Schedules

Conducts Exit Interviews; Compiles & Analyzes Exit Data

I9 eXpress, eVerify Daily Review & Change of Status

Tracks Talent Management Metrics (i.e., retention rates, turnover, new hire failure rate, cost per hire, time-to-fill, vacancy rate, performance appraisal metrics, etc.)

Ensures eVerify Requirement are Fulfilled

Coordinates College Work Study & Student Assistant Hiring Process

Facilitates Work Authorization Process (in partnership with OISS)

Coordinates all Temporary Direct Hires & Temporary Agency Staffing Needs (screens & interviews temp employees & temp staffing candidates)

HR Coordinator

Oversees & Coordinates all HR Transaction Processing and Workflows

Approves all HR Transactions

Resolves Transactional Problems Related to HR & Payroll Processing

Reviews HRMS Data to Ensure Data Accuracy

Codes & Enters Data into HRMS/Uploads & Indexes into Employee Record

Interprets University Policy Related to Transaction Processing

Compiles Statistical Reports from Various Systems (i.e., metrics, temp employee monitoring of hours, labor reports, etc.)

Monitors cyclical events (i.e., renewals, contract end dates, Visa end dates, etc.)

Oversees Electronic Personnel File Requests via Pipeline, In-person & Email

Conducts Research to Evaluate Employment Services

Partners with Various Central Offices (i.e. payroll, central HR) on payroll & other issues related to transaction processes)

Assists With Roll-out of New HR Systems

Monitors work performed by HR Administrator

HR Administrator

Processes HR Transactions & Employee Changes into Various Systems (Banner, EPAF, Halogen, etc.)

Provide guidance on appropriate paperwork required for processing & assistance related to EPAF's

Interprets University Policy related to HR transactions

Prepares PAR's for Reclassifications

Ensures Data Integrity is Maintained with HRMS/conducts Periodic Audits

Uploads/Indexes Documents to Personnel File

Processes Paperwork for all Termination Reasons (i.e., voluntary, involuntary, RIF, retirement, death, etc.)

Determines Employee's Eligibility to Receive Leave Bank Payout Upon Termination

Enters Degree & Emergency Contact Information into Banner

Enters Volunteer Faculty Assignments in Banner

Assigns Reviews & Supervisor Reassignment/Proxies in Halogen