HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Senior Director Office of Human Resources	**SALARY GRADE:**	HU-16
DATE REVISED:	December 01, 2014	**EEO CODE:**	01
JOB CODE:	2551	**FLSA STATUS:**	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	**POSITION NO:**
REPORTS TO:	**GRANT:** ☐ **No** ☐ **Yes**

BASIC FUNCTION:

The Senior Director of the Office of Human Resources (OHR) will direct the implementation of OHR processes and programs, develop and maintain strategic partnership with all levels of management, and align the HR initiatives with strategic business goals to ensure superior organizational performance. This role is accountable for ensuring continuity and successful delivery of functional services to users throughout the organization.

SUPERVISORY ACCOUNTABILITY:

Responsible for making recommendations in the areas of compensation, staff selection, disciplinary actions, complaints, staff performance appraisal and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

NATURE AND SCOPE:

Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

Under the direction of the Vice President of the Office of Human Resources, implement and oversee the OHR operation strategy in one or more of the following areas as assigned: Employment Services, Compensation and Performance Management, Staff Performance Evaluation Program (PEP), HRIS, and Payroll.

Accelerate the implementation of HR processes which will address OHR performance and service delivery including OHR metrics and reporting, internal and external benchmarks, and policy and procedures.

Participate in organization-wide reengineering initiatives and oversee HR activities to support reengineering efforts throughout the university.

Ensure for the university is in compliance with all applicable laws relating to fair employment practices and employment laws.

Provide strategic consultation to the OHR management team regarding integrating value-added HR initiatives with business objectives and guiding principles.

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Leads alignment of effective PeopleSoft OHR strategies with university business processes through collaboration with PeopleSoft Project Office.

Serve as HR Business Partner to university's sub-cabinet level managers on personnel issues that affect performance and business relationships.

Oversees OHR cyclical activities related to PEP, performance based pay programs, external reporting requirements including IPEDS.

Develop and maintain a highly effective employee on boarding and employee exit process and/or programs that emphasize the critical importance and value of welcoming and integrating new employees into the university and provide an organized exit from the university's workforce.

Analyze situations and issues, recognize strategic implications, and apply both specialized experience and a broader HR knowledge framework to define problems, priorities and desired outcomes.

Act as a change agent to promote innovation and continual improvement throughout the university.

Serve on university committees and cross functional teams as assigned.

Actively participate in the Society for Human Resources Management (SHRM), College and University Professionals-Human Resources (CUPA-HR), or other HR professional organization.

CORE COMPETENCIES:

Ability to complete special projects or other duties as assigned.

Ability to plan and coordinate many projects simultaneously.

Ability to contribute to decision-making affecting business strategy.

Ability to meet deadlines; accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions.

Ability to learn new duties and adjust to new situations encountered on the job within a reasonable amount of time.

Ability to negotiate conflict and maintain constructive working relationships with people at all levels of an organization (both inside and outside the company).

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MINIMUM REQUIREMENTS:

Excellent verbal and written communication skills.

Excellent organizational skills and interpersonal skills, including ability to resolve disputes and observe confidentiality.

Ability to use PC and widely used software packages, e.g., spreadsheets (Excel), word processing (MS Word), HRIS/database.

Ability to learn new software packages as necessary.

Bachelor's degree in Business Administration, Organizational Psychology or Specialized degree in Human Resource Administration and 8-10 years of experience in human resources or a related field. 2-5 years functional experience with one or more related PeopleSoft HCM modules. Professional certification by the Society for Human Resources Management preferred. A combination of experience and/or education will be taken into consideration.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management