



Human Resources Job Summaries

Job Code	Job Title	University Job Summary
23713 23712 23711	Chief Human Resources Officer	Chief Human Resources Officers provide executive leadership to the university for all human resources related initiatives. They are responsible for multiple functional units having significant strategic impact. They work directly with the Board, local elected officials, alumni, donors and the community to advance the overall mission and strategic goals of the University, ensuring long-term goals are supported through the capital campaign as well as strategic development activities. They may hold the title of Vice President for Human Resources. Chief Human Resources Officers possesses the authority to set and change the strategic goals of the business units assigned and exercise considerable latitude on how results are achieved. They articulate the university's vision, mission, and values to internal and external stakeholders. They develop and implement appropriate policy and procedures in compliance with legal and regulatory constraints. Actions at this level have a critical impact on the overall operational performance and financial viability of the university. They typically report to the university president or executive leadership.
23613 23612 23611	Deputy Chief Human Resources Officer	Deputy Human Resources Officers provide executive leadership and are responsible for strategic evaluation, development and implementation of long-term human resource initiatives. They provide leadership to implement, monitor and evaluate programs involved in human resources. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level significantly impact the overall university operational performance and financial viability. Under the direction of the Chief Human Resources Officer, Deputy Chief Human Resources Officers possess the authority to set and change the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. Deputy Chief Human Resources Officers typically report to the Chief Human Resources Officer.
23516 23515 23514	Senior Human Resources Officer	Senior Human Resources Officers serve in a senior capacity to provide strategic leadership and management of university-wide human resources objectives, ensuring long-term goals are aligned with industry best practices. They are distinguished from other Human Resources Officers by higher level of leadership experience and typically higher giving goals. Utilizing a comprehensive knowledge of the service or functional area, Senior Human Resources Officers provide strategic and long-term planning, implementation, and assessment of major functional areas and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level have a critical impact on the overall university service delivery and legal compliance. Under the direction of the chief research officer, Senior Human Resources Officers possess the authority to set and change the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. They typically report to the executive leadership.
23513 23512 23511	Human Resources Officer	Human Resources Officers provide strategic leadership and management of university-wide organizational human resources objectives, ensuring long-term goals are aligned with industry best practices. They provide strategic and long-term planning, implementation, and assessment of major functional areas and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They



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		<p>articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level have a critical impact on the overall university service delivery and legal compliance. Human Resources Officers possess the authority to set and change the strategic goals of the business units or functional areas assigned and exercise independent judgment for complex issues while unprecedented issues may be referred to a higher level for resolution. They typically report to the executive leadership.</p>
23416 23415 23414 23413 23412 23411	Director, Human Resources	<p>Directors typically provide operational management for a university-wide Human Resources program within a division, center, or department with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p> <p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
23336 23335 23334 23333 23332 23331	Manager, Human Resources	<p>Managers serve as operational managers responsible for one or more Human Resources program's daily administration. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; and special projects and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>



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23326 23325 23324 23323 23322 23321	Supervisor, Human Resources	<p>Supervisors provide oversight of daily operations of a small-to-medium team of Human Resources staff. Supervisors ensure that day-to-day operations align with short-term goals and objectives; may help senior leadership develop processes or implement new programs and/or services; and may serve as liaisons between internal departments or functional areas. They may serve as resources for lower-level staff. Their decision-making has a measurable impact on service delivery and operational goals. Supervisors work under intermittent supervision, resolving routine-to-complex issues independently and referring more complex issues to higher-level management. They typically report to a manager or director or in some areas may report to an administrator.</p> <p>NOTE: The Supervisor job is intended for positions that, as a general rule, have three or more full-time direct reports. However, the nature of some job families and the intentional staffing patterns allow for supervisor positions that manage the work assignments, hiring, and discipline of more than three hourly (wage) and/or student positions. Positions that meet the scope of the Supervisor job and consistently have hourly (wage) or student direct reports may be placed in the Supervisor job, in consultation with Human Resources. Otherwise, positions that do not have three full-time direct reports and do not consistently manage three or more hourly (wage) or student direct reports should be placed in the individual contributor job that best fits the overall job content.</p> <p>Senior Supervisors participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Supervisors assume a higher level of responsibility and authority in compliance and legal matters.</p>
23916 23915 23914 23913 23912 23911	Administrator, Human Resources	<p>Administrators provide administrative management of one or more functional units, departments, or business units. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as liaisons between internal departments or functional areas in order to achieve operational goals and serve as a resource to lower-level staff. Their decision-making has a significant impact on service delivery and student success. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>



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23246 23245 23244 23243 23242 23241	Human Resources Consultant	<p>Human Resources Consultants perform advanced and specialized consultative work. They are typically responsible for ensuring compliance with state and federal regulations through the management of employee programs in one or more functional areas of human resources. Their typical duties may include consulting with management on routine issues related to the following: conducting human resource management training and development, internal and external human relations, investigating/analyzing legal issues and processes, organizational development, policy compliance, and recruitment and selection. They may serve as a liaison to both internal and external stakeholders. They independently resolve complex issues while referring unprecedented issues to a higher level for resolution. They typically report to a manager or director or in some units may report to an administrator.</p> <p>Senior Human Resources Consultants possess greater knowledge of operational and technical tasks related to Human Resources, distinguishing them from Human Resources Consultants. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
23236 23235 23234 23233 23232 23231	Human Resources Analyst	<p>Human Resources Analysts perform data analysis requiring a working knowledge of applicable policies, multiple HR functional areas, procedures, and legal compliance. They analyze and interpret standard and specialized data for the end user for application within the academic school, department, or business unit. Their typical responsibilities may include researching and presenting assigned data; developing ad hoc reports or metrics; meeting with management to address issues with recommendations; writing detailed reports for management; troubleshooting data; assisting in implementation of human resources programs; ensuring full compliance with data privacy guidelines. The nature of the work requires logical decision-making and sound problem-solving skills. The quality of their decision-making and recommendations has a measurable impact on departmental decision-making and outcomes. Human Resources Analysts typically report to a manager or director or in some units may report to an administrator.</p> <p>Senior Human Resources Analysts possess greater knowledge of operational and technical tasks related to Human Resources, distinguishing them from Human Resources Analysts. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
23226 23225 23224 23223 23222 23221	Human Resource Generalist	<p>Human Resources Generalists provide professional HR services of a generalist nature either within an academic school, department, or business unit. They are responsible for having a general knowledge of multiple HR functional areas, applicable policies, procedures and legal compliance. Their typical duties may include coordinating the areas of recruitment, separation, layoff, leave; leading employee orientations, professional development, and training; developing and implementing policy documents and handbooks; monitoring and advising on performance management; providing guidance on policies, procedures, and regulations. They may work independently or as part of a team. They exercise independent judgment for routine to moderately-complex issues while referring unprecedented issues to a higher level for resolution. Human Resources</p>



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		<p>Generalists typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Human Resources Generalists possess greater knowledge of operational and technical tasks related to Human Resources, distinguishing them from Human Resources Generalists. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
23216 23215 23214 23213 23212 23211	Human Resources Specialist	<p>Human Resources Specialists perform professional work requiring an in-depth knowledge of one or more specialized HR functional areas. Their typical duties may include designing and executing programs for employees; developing and enhancing resources for employee groups; collaborating with HR leaders to recruit, place and terminate employees; interpreting HR policies and employee relations functions to meet university and departmental objectives. They may work independently or as a member of a team. Human Resources Specialists work under limited supervision, making complex decisions independently and referring unprecedented issues to an upper-level manager. Human Resources Specialists typically report to a manager or director or in some units may report to an administrator.</p> <p>Senior Human Resources Specialists possess greater knowledge of operational and technical tasks related to Human Resources, distinguishing them from Human Resources Specialists. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
23116 23115 23114 23113 23112 23111	Human Resources Coordinator	<p>Human Resources Coordinators perform a wide variety of administrative, logistical, operational, and technical tasks related to Human Resources. They may implement HR-centered programs, handling daily operations, including scheduling, training, evaluation, and oversight. Their typical duties may include maintaining the personnel portion of the unit's website, directories, and organizational charts; performing HR transactions; reviewing payroll financial reconciliations; preparing tracking reports and compiling statistics; providing project support. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager. Human Resources Coordinators typically report to a supervisor or manager or in some areas may report to an administrator.</p> <p>Senior Human Resources Coordinators possess greater knowledge of operational and technical tasks related to Human Resources, distinguishing them from Human Resources Coordinators. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>



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23016 23015 23014 23013 23012 23011	Human Resources Assistant	<p>Human Resources Assistants perform operational, programmatic, and administrative tasks related to Human Resources. They perform tasks that are routine in nature, requiring limited judgment and following a set of pre-established guidelines, processes and procedures. Their typical duties may include serving as a time keeper and tracking leave, including FMLA; creating reports and spreadsheets; creating and updating organizational charts; collecting and submitting performance evaluations; assisting with coordinating and scheduling special events; serving as front-line contact and providing answers to questions and inquiries; serving as backup to other human resources team members. They may work independently or as part of a team. They exercise independent judgement for routine and standard issues while referring more complex issues are to a higher level. Human Resources Assistants typically report to a supervisor or middle manager or in some areas may report to an administrator.</p> <p>Senior Human Resources Assistants possess greater knowledge of operational and technical tasks related to Human Resources, distinguishing them from Human Resources Assistants. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>