

DRAFT – December 22, 2017

HUMAN RESOURCES JOB FAMILY - HUMAN RESOURCES CONSULTANT

JOB FAMILY CONCEPT: The Human Resources job family is responsible for all aspects of human resources related activities. Human Resources roles serve to foster a healthy, productive, and inclusive workforce through the development and implementation of integrated and effective human resources programs, services, and policies. The Human Resources function advises and administers programs in the following areas: benefits, compensation, employee relations, recruitment, records, and other related human resources services.

HUMAN RESOURCES CONSULTANT

The Human Resources Consultant role provides consultative services for employee related activities and operations. The Human Resources Consultant role is responsible for providing client consultation by analyzing, interpreting, and applying federal, state laws and applying human resources policies and procedures. The Human Resources Consultant role typically requires professional preparation or the application of human resources theory to perform essential functions.

The **Human Resources Consultant** role is distinguished from the **Human Resources Assistant** role in that it uses broad human resources management knowledge, concepts, and principles to perform and demonstrates a level of expertise in one or more areas of the HR disciplines and often exercises significant independence and autonomy, collaborating with HR leadership on areas of greater complexity. Conversely, the **Human Resources Assistant** role is not responsible for the higher level interpretation and application of policies and procedures however uses a limited variety of techniques, standards and regulations.

The **Human Resources Consultant** role is distinguished from the **Human Resources Management** role in that delivery of consultative services is the primary function of positions in this role, and if applicable, providing work direction is a secondary function of positions in this role. Conversely, the **Human Resources Management** role is responsible for senior-level strategic expertise, management responsibilities and increased accountability.

HUMAN RESOURCES CONSULTANT 1

Typical Functions

Performs assigned human resources functions and provides support to HR management. May serve as an external advisor at department level. Demonstrates expertise and performs functions in a specialty area, such as but not limited to, benefits, compensation, employee relations, recruitment, employee organizational development and training. Prepares documentation to ensure policies and procedures are followed. Interprets, applies and advises clients and managers of procedures and policies in specialty area. Serves as a consultant to managers and clients in addressing and resolving issues. Prepares and reviews reports. Participates in and provides training activities in specialty or related functional area.

Complexity and Decision Making Authority

Provides routine professional support to assigned area. Follows established policies and procedures, which may require interpretation and application, and refers non-routine problems to a higher level.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of human resources. Knowledge of applicable state and federal laws. Knowledge of HRIS functions. Presentation skills. Ability to conduct research, analyze data, and prepare reports. Ability to communicate with diverse groups. Ability to interpret and apply state, federal, and institution policies and procedures governing human resources. Ability to build relationships.

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Education/Experience

Bachelor's degree and 1 year of human resources experience, or an equivalent combination of training and experience. Relevant professional certification preferred.

HUMAN RESOURCES CONSULTANT 2

Typical Functions

Demonstrates advanced expertise and performs functions in one or more specialty areas, such as but not limited to, benefits, compensation, employee relations, recruitment, employee organizational development and training. Typically, handles more complex and challenging assignments through consultation and strategy formulation. Consults and advises in these areas by interpreting, applying, and explaining policies, procedures and regulations. Coordinates HR activities and may provide work direction to other employees. Interprets existing and recommends new policies/procedures in area of specialization to effectively administer and improve human resources programs, procedures and training. Performs detailed analysis and provides guidance, consultation, coaching, and counseling to managers and other customers. Creates, delivers, and assesses training programs. Designs, plans and oversees special programs. Consults with leaders on special projects and programs. Prepares reports and provides analytical recommendations to management.

Complexity and Decision Making Authority

Assignments are varied and may be somewhat difficult, but usually involve limited responsibility. Confers with manager on unusual matters. Decisions include which courses of action most effectively carry out processes necessary to provide services and fulfill HR objectives. Exercises independence in collaboration with human resources management.

Knowledge, Skills, and Abilities

Knowledge of cross-functional HR roles such as recruitment, employment, training, classification, compensation, employee relations, benefits and organizational development. Ability to demonstrate excellent analytical skills. Ability to manage sensitive HR employment and employee relation issues.

Education/Experience

Bachelor's degree and 4 years of human resources experience, or an equivalent combination of training and experience. Relevant professional certification preferred.

HUMAN RESOURCES CONSULTANT 3

Typical Functions

Demonstrates advanced expertise in one or more highly complex functional areas of HR with a broad range of functional experience and knowledge. Regularly performs as a strategic partner by consulting and advising senior leadership on issues with a high degree of complexity. Provides guidance, assistance, and advice to the other HR employees, the University, or a system-wide functional area. Makes recommendations for improvements and strategy formulation. Leads or facilitates project teams having University wide impact. Resolves complex or difficult human resource issues, many times with conflicting priorities. This role exercises significant independence and autonomy, given the breadth of expertise and experience, collaborating with senior leadership on areas of significant complexity. May lead a specific HR function including supervision or provide work direction to other employees.

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Typically works independently on work assignments, which may include highly complex or strategic assignments, reviews progress and evaluates results updating management as appropriate. Analyzes, compares and evaluates various courses of action and has the authority to make independent decisions on complex or difficult human resources issues, which may involve unusual circumstances and incomplete or conflicting data. Provides guidance and leadership to employees and senior leaders.

Knowledge, Skills & Abilities

Knowledge of emerging HR trends and regulations. Leadership skills. Ability to think strategically and manage complex work assignments. Ability to make decisions with conflicting data. Ability to persuade and influence on HR topics of expertise.

Education/Experience

Bachelor's degree and 6 years human resources experience in a relevant area, or an equivalent combination of training and experience. Master's degree preferred. Relevant professional certification preferred.