



## Human Resources Job Family: **Work/Life Specialist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

<b>Work/Life Specialist III INDIVIDUAL CONTRIBUTOR</b>	<b>Work/Life Specialist IV INDIVIDUAL CONTRIBUTOR</b>
Provide consultations to faculty, staff, retirees, and students with caregiving responsibilities on topics related to work/life – such as, but not limited to: child care/parenting, adult/elder caregiving, workplace flexibility, lactation accommodations, life transitions, etc.	Develop and implement a work/life strategic plan for faculty, staff, retirees, and students with caregiving responsibilities.
Design a series of workshops related to supporting the caregiving needs and life transitions of the Cornell community, while taking into account generational differences and other aspects of diversity.	Develop additional work/life programming to support specific populations as determined by regular needs assessments; lead and measure success of work/life education series for campus community on topics related to caregiving, effective relationships, life transitions, and work/life navigation. Manage Breastfeeding Support Program, including campus education of Lactation Time Away from Work Policy and adherence, and creation/coordination of campus “mothers’ rooms.” Lead workplace flexibility initiatives including campus education of Flexibility In the Workplace Policy and adherence and consult with supervisors and leaders on fostering a flexible work culture.
Network and build strategic partnerships with external organizations and agencies to provide support to the Cornell community with regard to their care needs as well as strategize with organizations on age-friendly/multi-generational workplace issues.	Identify and partner with key local, national, and/or international organizations in the fields of various work/life areas to contribute to Cornell’s a part of the broader dialogue and promote/connect research opportunities for Cornell staff.
Keep abreast of current legislation and benchmark best practices regarding work/life and dependent care to support the development of a strategic direction to policy, programming, and service recommendations.	Collaborate with faculty and other experts in the field to support applied research and identify best practice via benchmarking and latest research findings; connect with community partners (to continuously assess needs) and partner with HR Analytics to formally assess and evaluate work/life programs and services.
Identify trends and partner with HR staff to provide recommendations to ensure the increasingly diverse work/life perspectives and expectations are being integrated into programmatic and service offerings.	Apply information regarding workforce diversity, inclusion, wellness, and sustainability in programmatic design, campus education, and committee work.

<b>Work/Life Specialist III INDIVIDUAL CONTRIBUTOR</b>	<b>Work/Life Specialist IV INDIVIDUAL CONTRIBUTOR</b>
Partner with team members to promote the various services, programs, etc. Cornell offers related to work/life via giving presentations to groups, attending resource fairs, designing basic materials, etc.	Give large presentations to Cornell or external audiences regarding work/life issues.
	Hire, train, set performance expectations and review performance of work/life staff; supervise work/life consultant, program coordinator, student employees/interns as needed/available.
	Research external funding options for university's work/life initiatives and write grant proposals in support of these initiatives. Oversee multiple work/life related budgets and accounts including those with strict federal compliance regulations.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11840 WORK/LIFE SPECIALIST III, BAND F	11841 WORK/LIFE SPECIALIST IV, BAND G
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree; more than 3, but less than 5 years experience or equivalent	Bachelor's degree; more than 5, but less than 7 years experience or equivalent
<b>IMPACT</b>	Moderate impact	Moderate impact
<b>CONTACTS - INSIDE</b>	Provide guidance, counsel and information to employees throughout the University in specific support areas Coordinate activities	Persuade others to take a particular course of action Coordinate major initiatives
<b>CONTACTS - OUTSIDE</b>	Provide information within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed, developed and often acted upon
<b>CONTACTS - STUDENTS</b>	Occasional contact with students who have caregiving responsibilities	Limited contact – makes decisions that ultimately influence students with caregiving responsibilities

FACTOR PROFILE	11840 WORK/LIFE SPECIALIST III, BAND F	11841 WORK/LIFE SPECIALIST IV, BAND G
<b>SUPERVISION</b>	May temporarily supervise interns	Day-to-day supervision to employees within the department Occasional supervision of interns
<b>COMPLEXITY</b>	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Regularly required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills
<b>LEVEL OF DECISION MAKING</b>	Occasionally responsible for assisting in and influencing decisions concerning policies and program/service design	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, and program design and implementation
<b>FREEDOM OF ACTION</b>	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices
<b>EFFECT OF DECISION MAKING</b>	Directly affect an entire department Moderate effect on employees, retirees, and students	Directly affect an several departments Significant effect on employees, retirees, and students
<b>WORKING CONDITIONS</b>	Normal working conditions. Safety gear may sometimes be required	Normal working conditions. Safety gear may sometimes be required