



## Human Resources Job Family: **Human Resource Director – College/Unit 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

HR Director I – College/Unit MANAGEMENT	HR Director II – College/Unit MANAGEMENT
Design and implement the operation of the HR office; supervise staff, establish positions, assign responsibilities; manage performance, development and rewards for incumbents; manage HR budget and resource allocations; establish service standards; responsible for hiring, salary decisions, disciplinary actions and terminations.	Develop and implement effective HR administration strategies for staff and faculty in concert with University policy, practice and objectives; design and implement the operation of the HR office; manage staff, establish positions and HR service structure, assign responsibilities; manage performance, development and rewards for HR staff; develop & manage HR budget and resource allocations; establish service standards; oversee hiring, salary decisions, disciplinary actions and terminations.
Develop, lead and implement effective HR administration strategies for a medium-sized college/unit for staff and faculty in concert with University policy, practice and objectives; manage and administer HR operations, practice and procedures within the college or unit, delivering actions having a substantial impact within complex college/unit; directly consult with members of the leadership team to plan delivery of HR services.	Direct, lead and shape broad-spectrum HR programs of significant impact within a highly complex, large, multiple-location, college/unit environment; partner directly with the Dean/VP and senior leadership team to design, develop and execute HR strategy aligned with university and college/unit objectives and organizational change; collaborate with leadership to design organizational structure and re-structuring, lead change management processes, develop mechanisms to create positive organizational climate; establish and execute related HR communications strategy for college/unit; provide significant expertise and input to University HR strategy through collaboration with VP for HR, team-based and individual means.
Responsible for strategic planning initiatives, identify current or future HR-related issues for which HR intervention and involvement might be necessary and provide direction to HR staff in support of these activities; provide expertise and guidance to leadership to operationalize strategies and goals for diversity, organizational design and staff planning, recruitment and retention, performance management and succession planning, staff/labor relations, and compensation; establish and execute HR communications plans.	Lead strategic planning initiatives, identify current or future HR-related issues for which HR intervention and involvement might be necessary and provide direction to HR staff in support of these activities; provide expertise and guidance to leadership to operationalize strategies and goals for diversity, organizational design and staff planning, recruitment and retention, performance management and succession planning, staff/labor relations, and compensation; establish and execute HR communications plans.

HR Director I – College/Unit MANAGEMENT	HR Director II – College/Unit MANAGEMENT
Manage the collection, analysis, and review of HR data and metrics; develop observations and subsequent refinements and recommendations for HR program actions.	Direct the management of HR data and analysis, including the collection, analysis, and review of HR data and metrics; develop observations and subsequent refinements and recommendations for HR program actions.
Promote compliance with and effectiveness of policies, procedures and regulatory requirements throughout the college/unit; provide training, oversight, and consultation to appropriate departmental managers; resolve difficult and significantly complex situations requiring the interpretation of policy/practice.	Promote and ensure compliance with policies, procedures and regulatory requirements throughout the college/unit; direct the related provision of training, oversight, and consultation to appropriate departmental managers; resolve difficult and highly complex situations requiring the interpretation of regulations, policy, and practice.
Promote effective performance management strategy for supervisors and staff within college/unit.	Promote effective performance management strategy for supervisors and staff within college/unit.
Partner with college/unit leadership in senior-level staffing.	Partner with college/unit leadership in senior-level academic and non-academic staffing.
Participate in academic HR recruitment and retention as determined by the dean.	Direct academic HR recruitment, retention and relations to support academic objectives.
Establish and execute strategic plan for pursuing workforce diversity within college/unit.	Design college/unit staffing plan to support college/unit and University HR strategy; establish and execute strategic plan for pursuing workforce diversity within college/unit.
Develop plan for training, organizational development and change management needs throughout college/unit; establish a framework for providing college/unit-wide training and skills development on an ongoing and regular basis.	Develop strategic plan for training, organizational development and change management needs in a large college/unit; establish a framework for providing college/unit-wide training and skills development on an ongoing and regular basis.
Manage employee and labor relations activities for the college/unit; establish effective conflict resolution practices; partner with OHR/Department of Employee and Labor Relations on resolution of complex cases as appropriate.	Direct the employee and labor relations function for the college/unit; establish effective conflict resolution practices; partner with OHR/Department of Employee and Labor Relations on resolution of highly complex cases as appropriate.
Collaborate with staff and management to develop business knowledge that will assure appropriate judgment in accomplishing HR activities; consult regularly with managers to assure they understand and integrate HR processes into their operations.	Collaborate with staff and management to develop business knowledge that will assure appropriate judgment in accomplishing HR activities; consult regularly with academic and nonacademic leadership, directors and managers to assure they understand and integrate HR strategy and processes into their operations.
Interpret and implement University policies, practices and procedures to address complex issues; recommend changes and assist in policy development working collaboratively with leadership on highly complex situations while providing guidance and recommendations.	Interpret and implement University policies, practices and procedures to address complex issues; recommend changes and assist in policy development working collaboratively with leadership on highly complex situations while providing guidance and recommendations.
Strategically partner with HR staff and unit leadership to help guide and formulate decisions that take into account the impact on staff and labor relations identify and implement activities that will assist in creating an environment of mutual respect and trust.	Strategically partner with leadership to help guide and formulate decisions that take into account the impact on staff and labor relations; identify and implement activities that will assist in creating an environment of mutual respect and trust.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11232 HR DIRECTOR I – COLLEGE/UNIT, BAND G	11233 HR DIRECTOR II – COLLEGE/UNIT, BAND H
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor’s degree and 5 to 7 years relevant experience or equivalent combination	Bachelor’s degree and 7 to 10 years relevant experience or equivalent combination
<b>IMPACT</b>	Substantial impact	Significant impact
<b>CONTACTS - INSIDE</b>	Contribute to group projects Coordinate major activities	Contribute to group projects Coordinate major activities
<b>CONTACTS - OUTSIDE</b>	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Develop/make presentations/ negotiate with others
<b>CONTACTS - STUDENTS</b>	Limited contact	None to limited contact

FACTOR PROFILE	11232 HR DIRECTOR I – COLLEGE/UNIT, BAND G	11233 HR DIRECTOR II – COLLEGE/UNIT, BAND H
<b>SUPERVISION</b>	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept
<b>COMPLEXITY</b>	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes, and programs. Work requires conceptual and imaginative thinking in a highly complex environment
<b>LEVEL OF DECISION MAKING</b>	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students
<b>FREEDOM OF ACTION</b>	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	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 several departments Significant effect on students and employees	Decisions directly affect an entire college, school, administrative unit or have a critical effect on students or employees.
<b>WORKING CONDITIONS</b>	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.