



Human Resources Job Family: **Human Resource Subject 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

HR Subject Specialist II INDIVIDUAL CONTRIBUTOR	HR Subject Specialist III INDIVIDUAL CONTRIBUTOR	HR Subject Specialist IV INDIVIDUAL CONTRIBUTOR	HR Dir I Subject Specialist MANAGEMENT	HR Dir II Subject Specialist MANAGEMENT
Provides programmatic, consultative, analytical and/or supervisory support in a functional HR subject matter specialty area, such as Recruitment, Workforce Diversity, Benefits, Compensation, HR Planning, Labor and Employee Relations, Organizational Development, Human Resource Information Systems/Records, Communications, and Academic Personnel Policy.	Provides programmatic, consultative, analytical and supervisory support in a functional HR subject matter specialty area, such as Recruitment, Workforce Diversity, Benefits, Compensation, HR Planning, Labor and Employee Relations, Organizational Development, Human Resource Information Systems/Records, Communications, and Academic Personnel Policy.	As Assistant Director and senior consultant within specialty area, provides leadership and supervision for the programmatic, consultative and analytical operations in a functional HR subject matter specialty area, such as Recruitment, Workforce Diversity, Benefits, Compensation, HR Planning, Labor and Employee Relations, Organizational Development, Human Resource Information Systems, Communications, and Academic Personnel Policy.	Plans, directs, designs, implements, maintains and administers a particular HR subject matter specialty area, such as Recruitment, Workforce Diversity, Benefits, Compensation, HR Planning, Labor and Employee Relations, Organizational Development, Human Resource Information Systems, Communications, and Academic Personnel Policy. Directs, leads and shapes broad-spectrum programming for an HR specialty area having significant impact across the university's colleges and units. Partners directly with the VP for HR and distributed senior leadership to design, develop and execute subject specialty HR strategy aligned with university and college/unit objectives and organizational change. Establishes and executes related HR communications strategy. Provides significant expertise, principal consultation and input to University HR strategy through collaboration with VP for HR, team-based and individual means.	Plans, directs, designs, implements, maintains and administers a particular HR subject matter specialty area, such as Recruitment, Workforce Diversity, Benefits, Compensation, HR Planning, Labor and Employee Relations, Organizational Development, Human Resource Information Systems, Communications, and Academic Personnel Policy. Directs, leads and shapes broad-spectrum programming for a large and/or highly complex HR specialty area having significant impact across the university's colleges and units and within the regional community; often negotiates on behalf of the university with external constituencies for products and/or services of significant importance the university. Partners directly with the VP for HR and distributed senior leadership to design, develop, shape and execute subject specialty HR strategy aligned with university and college/unit objectives and organizational change. Plans and directs

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				the execution of related HR communications strategy. Provides significant expertise, principal consultation and input to University HR strategy through collaboration with VP for HR, team-based and individual means.
Provides HR subject-matter expertise & consultation to campus constituencies to support best practice standards, involving somewhat complex interpretation and application of regulations, policy and practice to resolve questionable cases and participate in the development of HR practices.	Provides HR subject-matter expertise & consultation to campus constituencies and resolves cases/ conflicts among constituencies to support best practice standards, involving moderately complex interpretation and application of regulations, policy and practice to resolve unusual cases and influence the development of HR policy and practices.	Provides senior HR subject-matter expertise & consultation to campus constituencies and HR function leadership to create, develop and support best practice standards; resolves complex cases/ conflicts among constituencies, involving the complex interpretation and application of regulations, policy and practice; refers only highly complex cases to college/unit HR Director; has substantial impact on specialty function across university HR operations.	Aligns the HR policies, programs and practices for an HR specialty area to the university's overall organizational strategies and objectives pursue best practice standards through collaboration with internal and external constituencies. Shapes and leads HR strategy, policy and planning for a subject matter specialty area, involving highly complex issues with significant impact across the university. Crafts and delivers effective subject specialty education and training to HR leadership and line managers.	Aligns the HR policies, programs and practices for an HR specialty area to the university's overall organizational strategies and objectives pursue best practice standards through collaboration with internal and external constituencies. Shapes and leads HR strategy, policy and planning for a subject matter specialty area, involving highly complex issues with significant impact across the university. Crafts and delivers effective subject specialty education and training to HR leadership and line managers.
May supervise and/or deliver the application of established human resources policies and practices in a functional area; may supervise assigned staff.	Supervises and/or delivers the application of established human resources policies and practices in a functional area; may supervise assigned staff.	Manages the application of established human resources policies and practices in a functional area; supervises and sets performance standards for assigned staff; ensures HR operation and service performance standards; seeks ongoing improvement to service deliveries; contributes significantly to the refinement of HR policies and practices.	Designs and implements the operation of the subject-specialty department. Establishes positions and service structure, assigns responsibilities, selects, manages performance, development and rewards for staff; establishes service standards.	Designs and implements the operation of the subject-specialty department. Establishes positions and service structure, assigns responsibilities, selects, manages performance, development and rewards for staff; establishes service standards.
Participates in the development and implementation of HR policies and procedures and their dissemination through consultation, print, presentations or meetings.	Contributes to the development and implementation of HR policies and procedures and their dissemination through consultation, print, presentations or meetings.	Leads in the development and implementation of HR policies and procedures and their dissemination through consultation, print, presentations or meetings.		
Ensures preparation of reports in	Ensures preparation of reports in	Ensures reports in conformance with	Directs and promotes the specialty area's	Directs and promotes the specialty area's

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conformance with legislated requirements and/or organizational needs, including observations and related analysis.	conformance with legislated requirements and/or organizational needs. Provides related observations to support programmatic improvements.	legislated requirements or organizational needs.	compliance with all legal and internal audit requirements; directs the preparation and filing of legally and internally required reports.	compliance with all legal and internal audit requirements; directs the preparation and filing of legally and internally required reports.
			Develops and presents programmatic recommendations for a specialty function, including financial and climate implications, to university and college/unit leadership.	Develops and presents programmatic recommendations for a specialty function, including financial and climate implications, to university and college/unit leadership.
			Ensures effective consultation for a specialty function to leadership and employees as appropriate.	Ensures effective consultation for a specialty function to leadership and employees as appropriate.
		Promotes compliance with and effectiveness of policies, procedures and regulatory requirements throughout the unit.		
Performs research and evaluates related HR data in the ongoing development of HR policies, practices and procedures.	Supervises / performs research and evaluates related HR data in the ongoing development in HR policies, practices and procedures.	Manages / performs research and evaluates related HR data in the ongoing provision of consultation and/or development of HR policies and procedures. Regularly reviews and forms observations from HR data to make recommendations for refinement and influence HR policy and practice.		

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11228 HUMAN RESOURCE SUBJECT SPECIALIST II, BAND E	11230 HUMAN RESOURCE SUBJECT SPECIALIST III, BAND F	11231 HUMAN RESOURCE SUBJECT SPECIALIST IV, BAND G	11234 HUMAN RESOURCE DIRECTOR I SUBJECT SPECIALIST, BAND H	11235 HUMAN RESOURCE DIRECTOR II SUBJECT SPECIALIST, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree up to 2 years experience or equivalent	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	Bachelor's degree; more than 7, but less than 10 years experience or equivalent	Master's degree; more than 10 years experience or equivalent
IMPACT	Moderate impact	Moderate impact	Moderate impact	Significant impact	Significant impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities	Persuading others to take a particular course of action Coordinate major activities	Contribute to group projects Coordinate major activities	Contribute to group projects Coordinate major activities
CONTACTS - OUTSIDE	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Develop/make presentations/negotiate with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact	Limited contact

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SUPERVISION	Provide guidance, counsel and information to employees throughout the University in specific support areas	Provide guidance, counsel and information to employees throughout the University in specific support areas	Day-to-day supervision to employees within the dept	Provide supervisory direction to other supervisors	Provide supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	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.	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.
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	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	Responsible for making decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	General supervision Some interpretation of established policies and procedures required	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	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
EFFECT OF DECISION MAKING	Directly affect multiple functional areas Limited effect on students and employees	Directly affect an entire department Moderate effect on students and employees	Directly affect an several departments Significant effect on students and employees	Decisions directly affect more than one college, school, administrative unit.	Decisions directly affect more than one college, school, administrative unit.
WORKING CONDITIONS	Normal working conditions	Normal working conditions	Normal working conditions	Normal working conditions	Normal working conditions