

Roles/Responsibilities (*shared roles between F&O HR and University HR)

University HR:

- Employee relations - conflict resolution sessions and investigations
- Conduct grievance hearings, disciplinary review and special conferences
- Discipline recommendation and review
- Investigation review - consult with unit HR on employee investigations and review findings
University wide impact
- HR Policies and Procedures - provide advice and consultation regarding interpretation and application
- Union negotiations, contract interpretation and administration
- Policy and/or contract training and other organizational development services, including customized training programs and interventions
- Represent University in outside agency cases, proceedings and arbitration
- Advice Unit HR/Collaborate on much of the above

Facilities & Operations HR:

- Contribute to the development of strategic plans, goals, and directions of Facilities and Operations; conduct exit interviews and identify retention trends; disseminate pertinent university HR information to units
- Analyze human resource data, make recommendations based on the data, and prepare reports
- Personnel relations issues*
- Employee relations investigations*
- B&F HR projects – Organizational development initiative and projects impacting Business and Finance as defined by EVPCFO
- Determine areas of improvement/opportunity through analysis, discussion and partnering with unit Directors
- Partner with University human resources (UHR) to develop recruitment and retention strategies and provide services that are consistent with University policies, practices and procedures; collaborate with UHR in strategic planning and continuous improvement plans
- Provide broad oversight of the compensation programs of Facilities and Operations units; review compensation requests; develop F&O Compensation structure with unit Directors; interface with University Compensation office and outside consultants
- New hire approval and salary range data
- Design and facilitate initiatives for organizational change and development; provide management consultation involving employee relations; performance management
- Identify special training needs, and coordinate training activities across Facilities and Operations; collaborate with UHR on development of training and/or training needs
- Participate on ad hoc University/Org Development/HR committees and initiatives to represent F&O interests; participate in Union negotiations
- F&O Forum coordination; lead and coordinate processes for establishing internal and external communications about HR organizational initiatives
- Contract interpretation (backup to UHR)
- HR Policies & Procedures interpretation (backup to UHR)
- Merit and reclasses (coordinate annual merit program)