



**GENERAL SUMMARY**

Name:		Working Title:	
MPP Level: ADMN II	Dept. ID:	Department:	
Job Code: 3312		Hiring Salary Range: \$ -- \$	

**POSITION SUMMARY**

Under the general direction of the Director of Talent Management & Compensation Solutions/HR Operations (DTMCS/HRO) the Associate Director of Talent Management & Compensation Solutions (ADTMCS) is responsible to manage and strategically lead the human resources functions performed by the Talent Management team. The ADTMCS partners with Academic Affairs with respect to faculty processing, tenure track faculty and other matters pertaining to faculty. The ADTMCS will support the mission of San Francisco State University, Administration & Finance and Human Resources. The ADTMCS will maintain strong relationships with University management, colleagues and Faculty Affairs. The ADTMCS directly supervises the Manager of Recruitment & On-Boarding, Manager of Recruitment & Background Check and indirectly supervises two TM Business Partners.

**ESSENTIAL FUNCTION**

Recruitment

- Oversee the sourcing, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting.
- Build strong trusted advisor relationship with hiring managers to drive recruiting success.
- Serve as a resource to campus hiring authorities about best practices, legal requirements, and policies and procedures regarding candidate evaluation and selection, including affirmative action and non-discrimination during the selection process.
- Ensure the collection and analysis of recruiting metrics to measure the effectiveness of recruiting practices. Stay informed of best practice trends and innovative recruiting techniques in order to be competitive in state-of-the-art recruiting practices.
- Oversee the creation of engaging job postings for open positions that reflect the position parameters and competencies to attract the best qualified candidates
- Advise on creative strategies and networks as well as traditional sourcing methods such as, internet, social media, placement firms and temporary agencies to attract applicants to the University.
- Oversee the new employee onboarding program and ensures that new hires feel welcome and supported, prepared for success in their new positions, and familiarized with the organization's culture, values, and mission.

Faculty Processing

- Oversee the operational supervision for Talent Management Business Partners with respect to flow, distribution, audits and approval for all staff, faculty and GTA/GA employment transactions.
- Approve, audit and oversee the approval process of all staff, faculty and GTA/GA ETRAC transactions.
- Oversee the distribution of documentation, letters and reports, as needed. Supervises and directs ETRAC processing to generated staff, faculty and GTA/GA-related PPT forms for payroll.
- Ensure the TM Manager Emails appointment letters, offer letters for staff and temporary faculty.
- Audit employment data against reports and data for mass salary updates and audits. Proof/Audit ETRAC transactions by applying established regulations, standards and policies to identify errors and determine and execute resolutions.
- Ensure that staff and faculty employment guidelines, policy and contract provisions to direct reports and campus liaisons/managers are communicated.

### HR Operations/Budget

- Assist the DTMCS/HRO with HR operations and budget as needed.

### Classification & Compensation

- Assist the DTMCS/HRO with Class & Comp projects as needed.
- Attend meetings with AVP, Directors, Deans, and chairs as needed.
- Faculty range leveling

### Supervisory

- Manage, coach, develop staff

### Professional Behavior

- Fosters and promotes the Principles of Conduct for a Multi-Cultural University and User Friendly Principles.
- Promotes and ensures the application of human resources professional responsibilities and ethical standards.

### Other Duties as Assigned

## **EMBODY THE SIX ROLES OF LEADER**

- Structuring Work: *effectively manage and direct workflow, create clear position descriptions, clarify roles and expectations and delegate work.*
- Managing Talent: *hire, coach, support employees.*
- Inspiring Performance: *empower, appreciate, communicate constructive feedback*
- Building Teams: *build trust and collaborate*
- Using & Sharing Information: *open communication, transparency*
- Facilitating Change: *encourage other to seek opportunities for different innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.*

## **EMBODY THE CORE COMPETENCIES**

- Bias toward collaboration and teamwork.
- Effective oral, written and nonverbal communication skills.
- Customer/Client Focus with an emphasis in problem solving and resolution.
- Personal effectiveness and credibility as demonstrated by interpersonal and professional confidence.
- Diversity and inclusion

## **QUALIFICATION**

- Bachelor's degree in human resources or related field with 10 years of progressively responsible management experience in human resources. In lieu of degree, 15 years of relevant experience.
- Five years of progressively responsible and successful experience in HR, focusing on recruitment, retention, hiring practices and collectively bargained contract interpretation.
- Ten years working with Faculty Affairs.
- Experience managing full-cycle recruiting processes consisting of sourcing, screening, on-boarding, coaching, and terminating.
- Excellent verbal and written communication skills, demonstrated ability to work in a high-paced environment, and interpersonal skills including, but not limited to, problem solving and conflict resolution.
- Interpersonal communication skills, presentations, reporting and other strategies to effectively inspire, influence and lead others and to achieve and maintain exceptionally high rates of customer satisfaction

- Strong knowledge and experience in implementation of state and federal laws, statutes and regulations governing the workplace.
- Strong knowledge in labor and employee relations.
- Experience with Microsoft Applications (Word, Excel, Power Point, Outlook).
- Working knowledge of PeopleSoft/Oracle or similar ERM
- Ability to effectively manage, coach and development personnel
- Ability to work collaboratively at all levels (colleagues, management, staff)
- Ability to analyze problem solve and conflict resolution strategies in human resources and business practices.
- Ability to collaborate diplomatically and effectively to resolve sensitive matters
- Supervision, team-building, organizational development, and business management

Desired

- SPHR Certification
- Master's degree in human resources, organizational behavior or related field
- Experience in and knowledge of administration of employment policies in an institution of higher education
- Direct experience or strong familiarity managing labor/employee relations.
- Experience with PeopleSoft
- Knowledge working within the California State University System
- HRIS data management and ability to create a variety of reports
- Experience with unions and/or partnerships