

Sam Houston State University Human Resources

Staff Classification Description – Human Resources Manager, Senior

Skill Category: Professional
Position (Employee) Class: 3N333 (E1)
Grade: 18
Date: 11/2014

Department: Human Resources

Educational & Experience Requirement: Bachelor's degree in Business, Public Administration, or related area. Five years of experience in one or more area of Human Resource Management. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs responsible management duties for assigned areas, and serve as Senior Human Resources Manager for the University. Responsible for the administration of assigned personnel functions.

Supervision Given & Received: Provides general supervision to Human Resources Managers and clerical support staff as assigned. Work is performed under minimum supervision of the Director and the Associate Director of Human Resources.

Primary Responsibilities: Performs complex and technical human resources staff work in the functional areas of employment, employee relations, EEO/AAP, worker's compensation, leave administration, unemployment, salary administration, benefits, records, and employee training and development. Supervises Human Resources Managers, Human Resources Assistants, and support staff as assigned. Serves as senior staff person in the absence of the Director and the Associate Director. Performs other related duties as assigned.

Other Specifications: Other University departments, vendors and off campus agencies. Staff, students, faculty and employees. Performs research and prepares analytical reports, together with recommendations, on assigned subjects.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.