

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Human Resources**

Job Code: **2377**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Master's degree.
Experience	Three years related experience.	Experience in higher education setting.
License/Certification	LPC; PHR	SPHR

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Assistant Director of Human Resources is responsible for serving as the front-line person assisting faculty and staff in areas of work and family balance and coordinating Family Medical Leave Act benefits, including the use of disability and sick leave pool benefits as they relate to FMLA. This position requires the incumbent to communicate clearly to their peers, clients, customers and vendors, as well as the ability to work not only as an effective team member on various projects but also autonomously and make independent decisions, often under pressure. Some of the responsibilities include working with campus committees to continue to develop and implement work/life policies and/or programs. This position works closely with the ED of Human Resources in the resolution of complaints and grievances. In addition, the Assistant Director of Human Resources is responsible for supervision of the HR Assistant position that covers the front desk of the office and oversight of all functions in the Office of Human Resources in the absence of the Executive Director of Human Resources. The incumbent must be detail-oriented, analytical, and able to handle multiple projects simultaneously, as well as the ability to lead teams on projects to completion. This position works on special projects as assigned.

Duties and responsibilities	% Time
Coordinate Family and Medical Leave Act benefits, including the use of disability and sick leave pool benefits as they relate. Inform employees of FMLA rights and responsibilities; determine if eligible and qualified for FMLA and approve; track use of sick and vacation leave accruals and use of FML hours; complete ePARs to place employees on leave and to return to work; maintain accurate records and ensure confidentiality of medical information. Coordinates unpaid leave and extended leave requests per policy. Serves as ADA/AA coordinator for employee accommodation requests.	35
Develops seminars, classes and workshops on work/life issues; works with offices on campus to develop and coordinate programs and curriculum and work with off-campus partners to develop on-campus programs and seminars.	20
Create and manage a university discount program, negotiate and publicize employee, student and retiree discounts at various businesses.	15
Build support and advocacy networks on campus for a range of work/life issues (for example, parenting, health related groups, retiree groups, eldercare, grief and loss, etc.) Develop referral and reference resources for a range of work/life issues.	10
Supervise the HR Assistant and all functions associated with this position. This position is the front line contact for all visitors to the department, processes all I-9's, reviews new hire paperwork and participates in the on-boarding of new employees.	10

<p>Supports faculty and staff recruitment and relocation efforts as it relates to providing information about area programs, child care, elder care, etc. Assists in the development of and implementation of work/life policies and programs such as telecommuting, job sharing, flex time, wellness leave, etc. Serve as delegated authority in the absence of the Executive Director of Human Resources. Other related duties and special projects as assigned.</p>	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.