UNIVERSITY OF SOUTHERN CALIFORNIA

Human Resources Project Administrator

Job Code: 117160

Grade: 00
OT Eligible: No
Comp Approval: 4/7/2015

JOB SUMMARY:

Has responsibility for executing various human resources projects and programs for the departments and divisions reporting to the Provost’s Office. Ensures that assigned project deliverables are provided on time, within budget, and in accordance to specifications. Directs daily activities of the assigned project team. Assesses project risks and hurdles and reports wider issues. Has responsibility for executing project procedures that support all human resources functions in accordance with project management standards. Manages delivery of an entire project or a significant portion of a very large and complex project impacting the whole department. Interfaces with one or more human resources functions and other internal departments (e.g., Finance, Payroll). Oversees multiple projects at the same time, as needed. Has responsibility for monitoring the performance of the project team and keeping stakeholders apprised of project milestones, scope, expectations and performance issues and risks.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

________ ________ Manages assigned human resources projects and programs through various stages of project life cycle. Creates, maintains and updates project plans and helps identify project risks and mitigation plans. Assesses problems and risks for successful project completion. Escalates approvals on scope changes, critical path issues and resolution of team conflicts. Uses established tools and methods to communicate tasks, milestones, dependencies, issues and escalations across functions. Meets project schedule and results, client satisfaction and quality of deliverables

________ ________ Acts as primary interface with the project sponsor(s) and stakeholders as well as the program manager. Provides regular project status updates to stakeholders.

________ ________ Motivates and provides leadership, guidance and direction to project team members. Sets goals, objectives, and priorities. Assigns and reviews project tasks and performance on a regular basis and benchmarks against key milestone deliverables. Provides input into performance evaluations of team members, as requested.

________ ________ Coordinates programs and services in consultation with appropriate central human resources offices. Interacts with central human resources offices for collaboration purposes, advice and/or to provide school/department research and background information to facilitate administration and delivery of services.

________ ________ Represents the human resources division for the Provost’s Office on division-wide human resources project teams, as assigned. Manages successful delivery of human resources projects for the division covering such areas as performance evaluations, compensation programs, supervisor training, talent review and succession planning.

________ ________ Develops and maintains webpage, database and/or document library for the human resources division for the Provost’s Office. Develops and maintains desk procedures, standards and online resources. Has responsibility for documentation, storage and dissemination of information to staff to ensure consistency and currency.
Maintains currency with, understands and ensures compliance with all university
and school/division policies and procedures and with all federal, state and local laws
related to employment law and human resources best practices.

Stays informed of developments in field. Reads pertinent literature, attends
meetings and participates in professional associations as appropriate. Establishes
and maintains an active network of professional contacts.

Performs other related duties as assigned or requested. The University reserves
the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each
job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  

[ ] No

[ ] Yes  In the event of an emergency, the employee holding this position is required to
"report to duty" in accordance with the university’s Emergency Operations Plan
and/or the employee’s department’s emergency response and/or recovery
plans. Familiarity with those plans and regular training to implement those
plans is required. During or immediately following an emergency, the employee
will be notified to assist in the emergency response efforts, and mobilize other
staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Minimum Field of Expertise:

Directly related project management experience. Thorough knowledge of employment
laws, practices and principles.

Preferred Experience:

6 years

Preferred Field of Expertise:

Professional Project Management Certification (PMP). One or more of the following
certifications: PHR, SPHR, SHRM-CP, SHRM-SCP.

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Customer service
Human resource process and employment knowledge
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Statistical analysis

**Skills:** **Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises:** **Level:**

Leads employees performing similar work on a project basis.
May oversee staff, students and/or resource employees

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: __________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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