

SYSTEM DIRECTOR OF HUMAN RESOURCES

This is the highest advanced level of administrative managerial work in planning, organizing, directing, and controlling the systemwide human resource management program. A position in this class is responsible for providing leadership and advice to senior-level executives and administrators on matters relating to the full scope of human resources management. Work involves providing systemwide leadership in the administration of human resources issues for all categories of University employees; directing and administering the employee benefit programs; directing and coordinating the recruitment and appointment of BOR and civil service personnel; ensuring the security of confidential personnel records and related personnel documents; directing the development and maintenance of various classification and pricing systems unique to the University; collaborating with the Director of Systems Integration on the development and maintenance of systemwide human resources information and transactions database; creating and generating various reports, conducting and responding to national surveys and studies; developing personnel policies and procedures; and directing the labor relations, workers' compensation, staff development, and training programs. Work entails the resolution of precedent setting issues; advising senior-level executives and administrators on matters relating to human resources and union contract interpretation, application, and enforcement; representing the President on human resources matters before state and federal agencies, including legislative committees, student organizations, faculty, and community organizations; and serving on University committees. Work includes extensive contact with administrators of the University, consultants, independent auditors, BOR committee members, legislative committees, and official representatives of state, federal, public and private agencies, and of the unions. Work requires extensive knowledge of the principles, practices, and techniques of human resource management; processes in public human resources administration; principles and practices of labor relations; general practices of sound organization and management principles; and ability to work with the full range of administrators, faculty, staff, and union representatives. Supervision is exercised over a staff of senior-level professional personnel. Work is performed with the widest latitude allowed for the exercise of independent judgment and initiative in the accomplishment of program objectives.

The amendment of the class System Director of Human Resources is approved effective September 1, 2022.



President, University of Hawai'i

12/22/2022

Date