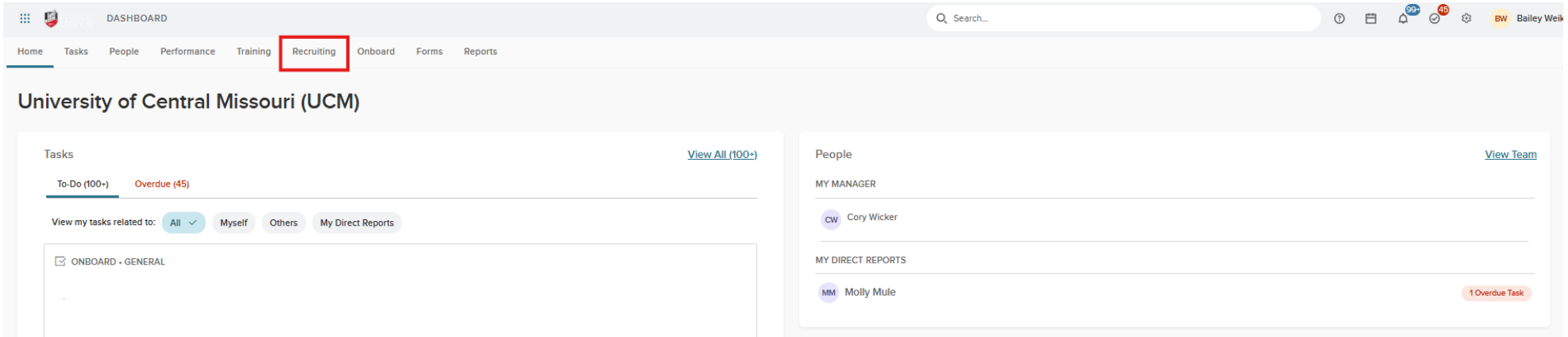


Locating Class Specs (Position Descriptions)

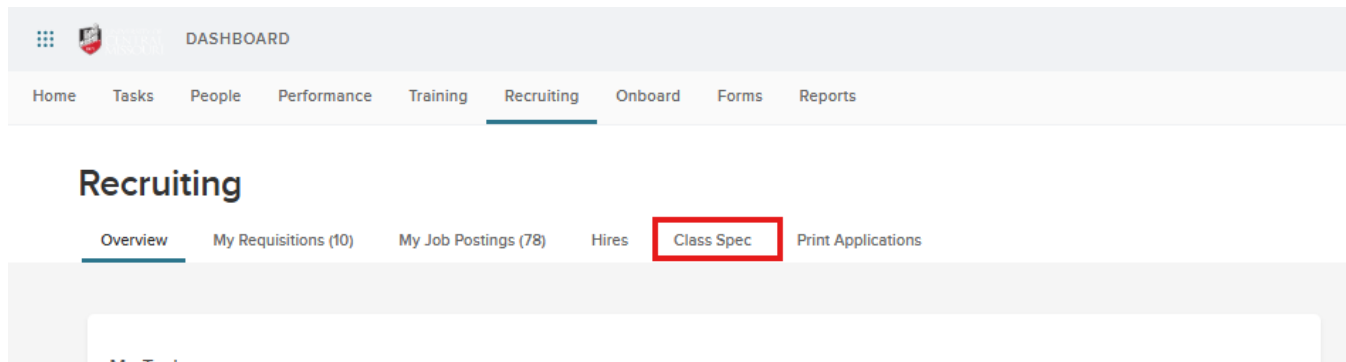
If you are set as a hiring manager within NEOED, you can make changes to position descriptions and submit them to HR for approval.

When logging into NEOED, select “Recruiting” in the top toolbar.



The screenshot shows the UCM Dashboard with the 'Recruiting' tab selected in the top navigation bar. The dashboard includes sections for Tasks (To-Do, Overdue), People (My Manager, My Direct Reports), and Performance. The 'Recruiting' tab is highlighted in the top navigation bar.

Your recruiting dashboard will appear. Select “Class Spec” in the top toolbar.



The screenshot shows the Recruiting Dashboard with the 'Class Spec' tab selected in the top navigation bar. The dashboard includes sections for Overview, My Requisitions (10), My Job Postings (78), Hires, Class Spec, and Print Applications. The 'Class Spec' tab is highlighted in the top navigation bar.

Search for the position you wish to view. You can search by position number or title

Note: If this is your first time searching, you may need to click the magnifying glass, so the search bars appear.

Dashboard

Tasks

People

Performance

Training

Recruiting

Onboard

Forms

Reports

Recruiting

Overview

My Requisitions (0)

My Job Postings (0)

Hires

Class Spec

Print Applications

Class Specs

Class Specs

Requests

Filter

Active

All Records

Reset

Q

Class Spec Code	Class Spec Title	Insight	Perform, Onboard, Learn, eForms	Actions
Q 999666	Q Senior	Q Search	Q Search	
999666	Senior Strategic Human Resources Partner	Active	Active	

First

Previous

1

Next

Last

10

Items per page

Showing 1-1 of 1 items

Click on the title you want to view and the position description will populate.

Sr Strategic HR Partner

Edit

Copy

Print

Description

Benefits

Effective: 02/27/2025

Show Version History

Class Spec Details

Class Spec Code

999666

Established Date

07/01/2024

Revised Date

Insight

Active

Perform, Onboard, Learn, eForms

Active

Salary Range

\$0.00 Hourly

Position Purpose

The Senior Strategic HR Partner position is responsible for aligning business objectives with employees and management in designated client groups. This position serves as the group's single point of contact in HR by formulating partnerships across the HR function to deliver value-added service to management and employees that reflect the organization's business objectives. The Senior Strategic HR Partner provides "one-stop" service and support regarding all HR-related issues, including talent acquisition, total rewards, employee relations, and other matters. This position is responsible for handling university immigration-related matters.

Job Duties

Serve as HR business partner to an assigned University client group, including: 85%

- Meet regularly with and advise vice presidents, deans, directors, managers, and supervisors regarding HR-related issues, including talent acquisition, employment, classification/compensation, benefits, performance, discipline, and other issues
- Proactively seek opportunities to connect to stakeholders on the strategies that impact their work in the campus community
- Ensure effective and timely communication with stakeholders
- Verify the accuracy of information entered into the personnel/payroll computer system
- Remain knowledgeable of University policies, procedures, and best practices to provide day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions)
- Analyze trends and metrics in partnership with the HR group to develop solutions, programs, and policies
- Manage and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Provide HR policy guidance and interpretation
- Develop contract or offer terms for new hires, promotions, and transfers