

Professional Position Description

Title: Human Resource Liaison, CAHS Dean's Office (Confidential)

Division: College of Arts, Humanities, and Social Sciences

Department: Dean's Office

Location: Office on the Portland Campus with regular work on all USM campuses

Schedule: Full-time, regular, may include work beyond regular work hours, such as evenings and weekends as required

Reports to: Dean of the College of Arts, Humanities, and Social Sciences

Statement of the Job

The employee in this position coordinates Personnel Actions on all CAHS employees, acts as the liaison on Human Resource matters between the College and all other University and System offices on and off campus. This position creates and manages compensation contracts for all College employees and facilitates the hiring, training, and performance reviews of each staff and faculty member; interprets policies, and analyzes and develops College, University and System policies and procedures; assists the Financial Manager with employee salary issues; and advises the Dean on all personnel and administrative matters.

Essential Functions

1. Acts on behalf of the Dean in coordinating appropriate actions with Human Resources, Department Chairs, and Department Administrative Specialists.
2. Processes University Position Request forms and related correspondence and materials associated with creating new job positions within the College.
3. Coordinates the search for and hiring of all College faculty, staff, professionals, and temporary hires.
4. Coordinates with Department Chairs to assist hiring needs in advance for each semester to ensure successful recruitment and hiring, especially for Theatre and Music.
5. Develops and implements on-boarding processes in the Dean's office in conjunction with Human Resources.
6. Responsible for assigning rank for new part time faculty per the guideline of the PATFA contract.
7. Coordinates new employee paperwork and submits it to Payroll.
8. Collaborates with supervisors and Administrative Specialists to ensure that all new employees have necessary tools and resources to perform their jobs.
9. Generates the College's part-time and overload Teaching Agreements, AY Appointments, Employee Data Changes, Additional Compensations, and Temporary Hirings. This consists of creating, distributing, processing, tracking, and maintaining all contracts, and personnel files.
10. Coordinates and monitors Personnel Actions for the College, which include Tenure, Promotion, Reappointment, and Post-Tenure Reviews for fulltime faculty, as well as Performance Assessments for part-time faculty, and professional and classified staff. This involves advising the Dean, faculty, Peer Review Committees, Department Chairs, and staff on individual documents and various review procedures and timelines.
11. Advises Department Chairs and academic leadership on procedures for assigning rank, salaries, and overload compensation consistent with contracts and University and System governance policies.

12. Maintains an awareness of changes in personnel policy and union contracts, and implements those changes in coordination with Payroll, Employee Benefits, and the University's HR office.
13. Processes in depth knowledge of the faculty teaching load and the AFUM contract.
14. Regularly attending HR meeting to keep up-to-date with changes in policies and procedures.
15. Develops and disseminates information to faculty and Department Chairs regarding policies and procedures for conducting Peer Reviews and the management of Performance Assessments.
16. Generates, maintains, and disseminates review schedules in keeping with System and Labor guidelines.
17. Guides departing employees and their Department Chairs and their Administrative Specialists in exiting employees. Helps coordinate the departure with Employee Benefits, IT, Card Services, Facilities Management, and Human Resources.
18. Provide ad hoc reports to the Dean regarding additional compensation, employee data, salary and other financial information.
19. Develops and implements internal systems for coordinating and tracking the workflow of the College, University, and System processes. Analyzes current procedures and coordinates with Human Resources to make changes in order to improve the efficiency of those processes.
20. Acts as a front line resource for College administrators, faculty, staff, and student employees on personnel issues, escalating to Human Resources as appropriate.
21. Responds to employee concerns of a highly confidential nature and makes referrals to additional University resources.
22. Ensures accurate and timely submission of compensation requests to Payroll for all employees in the College.
23. May approve time for all College Employees.
24. Assures appropriate and confidential use, maintenance, and disposition of current and archived personnel files for the College.
25. Maintains a safe and well-organized work environment.

Supervisory Responsibilities

- Recruits, hires, trains, and supervises the Dean's Office temporary hires, and student employees. Determines their work schedules and assignments.
- Monitors and approves the time and compensation of student and temporary employees.
- Provides training and support to the departmental Admin. Specialists and provides oversight of time approval for all College employees.

Budget Responsibilities

- Monitors and provides recommendations for compensation related to fiscal resources in CAHS for which others have management oversight and responsibility.

Public and Professional Activities Related to Job Performance

- Active participation in CAHS events.
- Demonstrated interest in University culture.

Internal and External Contacts

College Level (CAHS)

Dean's Office
 Department Chairs / Program Directors
 Administrative Specialists
 Faculty – fulltime, part time, and temporary
 Professional Staff

University Level (USM)

Cohorts
Community Engagement and Career Development
Provost's Office
Development
Human Resources
Grants
Facilities Management
Registrar's Office
Finance
Card Services
Procurement

System Level (UMS)

Payroll
Employee Benefits
Equal Opportunity Center of Excellence
HR Information Services
Computing Services (IT)
Employee Services

Knowledge, Skills, and Abilities

- Strong computer and analytical skills
- Excellent writing and oral communication skills
- Demonstrated leadership abilities
- Fine-tuned organizational skills

Qualifications**Required:**

- Bachelor's degree
- Minimum of three years of relevant experience

****NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

HR Use Only

Approved	
Revised	
Job Family	11
Salary Band	4
Unit	Non-represented
CUPA Code	
Employee	
Position Number	00026864
Compliance	