

# Human Resources Director #23131

## JOB DESCRIPTION

<b>Division:</b>	Cal Performances & Student Musical Activities
<b>Campus:</b>	Berkeley
<b>Title Code:</b>	007597 Exempt
<b>Payroll Title:</b>	Human Resources Generalist 4
<b>Percent Time:</b>	100%
<b>Supervisor's Title:</b>	Associate Director of Business Services
<b>Personnel Program:</b>	Personnel Program for Staff Members (PPSM)

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### Introduction

Cal Performances is seeking a Human Resources Director.

**Cal Performances** is the performing arts presenting, commissioning, and producing organization based at the University of California, Berkeley. The mission of Cal Performances is to produce and present performances of the highest artistic quality, enhanced by programs that explore compelling intersections of education and the performing arts. The organization delivers a diverse artistic and educational mission to the University and surrounding communities, as well as internationally through its digital platforms, maintaining a budget size of roughly \$18M and roughly 60 career staff with hundreds of part-time employees, volunteers, and student partners. Under the auspices of Cal Performances, **Student Musical Activities (SMA)** is comprised of The Cal Marching Band, The UC Jazz Ensembles, and the UC Choral Ensembles, offering students many extra-curricular opportunities ranging from performance to musical instruction and training, student leadership, and arts administration.

The **HR Director** plans, directs, and oversees all human resources activities and organizational HR strategy for the department. The incumbent is responsible for ensuring personnel actions, policies and procedures comply with state and federal laws, University policy, HR best practices and, where applicable, industry standards. The HR Director is a member of leadership, providing direction and oversight on strategic initiatives involving staff, organizational development, and management to achieve the overall goals and objectives of the institution.

### Responsibilities

#### Strategy

Assists senior management in developing strategies for maximizing organizational and operational effectiveness in all areas related to personnel, in alignment with the overall goals and objectives of the organization. Develops HR strategic initiatives to meet departmental objectives. Builds and manages the human capital plan that is in alignment with the department's strategic plan.

Analyzes organizational effectiveness and provides feedback, insight, and leadership in the shaping and reshaping of group dynamics, interpersonal professional relationships, organizational and leadership structure.

Plans and leads personnel-related change initiatives, including restructuring, training, staffing, development.

Identifies opportunities to maximize support of short and long-term goals within work teams or across the organization. Recommends changes to processes, structure, and/or policy to align with overall goals and objectives.

Serves on Diversity, Equity and Inclusion Steering Committee. Supports the Committee's work and objectives to help ensure Cal Performances' organizational culture is an equitable and inclusive workplace where employees feel valued and can thrive.

Collaborates with the DEI Steering Committee and other internal stakeholders to identify opportunities to improve

staff members' experiences, proposing creative and pragmatic solutions, and thoughtfully designing process rollouts through a change management lens.

#### HR Management

Counsels managers on HR issues, policies, procedures, and appropriate practices in the areas of Employee Relations, Performance Management, Compensation, Labor Relations, Employment/Recruitment, Payroll, Employee/Managerial Development, and Organizational Development.

Partners with managers to address and resolve employee relations issues, including performance management, staff development, disciplinary actions, and conflict resolution.

Coaches and trains managers and supervisors on effective management and/or leadership.

Listens and responds to employee concerns, providing timely responses and explanations regarding questions and issues.

Counsels employees concerning sensitive and difficult to resolve work-related problems and recommends to senior management systemic remedies such as training, changes to organizations practices and procedures.

Acts as liaison with the Office of Human Resources; Employee/Labor Relations; Benefits; Compensation; Payroll and Benefits; Disability Management.

Maintains familiarity with University policies and practices. Ensures an effective program of compliance with statutory, legal, and regulatory requirements.

Support managers and departments in response to parties such as employees, union representatives, and other officials who grieve, challenge or litigate the decisions of the organization.

Manages compensation program including benchmarking, salary setting, reclassification, merit, and equity programs.

Manages recruitments for senior-level positions and supports managers in the recruitment of their team members.

Effectively and collaboratively interacts with diverse client groups, at all levels, across campus.

Conducts highly complex and varied analyses of issues or concepts and develops resulting recommendations employing political acumen and integrating information to determine appropriate courses of action and their implications.

Works closely with Associate Director of Business Services to align Human Resources with Financial and Administrative Policies and Procedures.

#### Supervision

Hires, trains, manages, and evaluates HR Generalist.

#### Projects

Coordinate and/or manage special and ongoing department projects as assigned.

### **Skills, Knowledge & Abilities**

#### **Required Qualifications**

- 8-10 years professional experience in human resources management; non-profit management or equivalent desired.
- Strong generalist background with demonstrated success in developing solid HR strategies, building consensus and successfully communicating objectives and goals to employees in a positive manner in a changing environment.

- Initiative and ability to work independently and as part of a team to achieve overall University and organizational objectives as efficiently as possible. Ability to work independently, research and analyze a variety of personnel issues, and develop courses of action and/or solutions.
- Possesses advanced analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Demonstrates advanced knowledge of state and federal employment law, human resources and organizational development best practices, campus policies and procedures; advanced knowledge of the functional area and understands how work impacts other areas in Human Resources and the campus.
- Has advanced knowledge of human resources concepts, policies and procedures including human resources planning, organizational design and effectiveness, employment recruitment and selection, compensation, benefits, payroll, training, personnel policy, human resource information systems, performance management, labor and employee relations, and related laws and regulations.
- Possesses strong experience in handling complex employee and labor relations matters.
- Has in-depth knowledge of Human Resources Management Systems (HRMS) and other related business software programs and systems.
- Thorough knowledge of system-wide and campus policies, union contracts, procedures and practices that govern academic HR administration and/or the ability to quickly develop an understanding.
- High degree of organizational and time management skills with the ability to independently follow through to successful completion of projects within a deadline. Accuracy and careful attention to detail required. Ability to follow through and implement actions and learn quickly.
- Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising, and counseling skills.
- Demonstrated ability to handle extremely difficult or volatile situations/individuals effectively.
- This position requires the successful completion of a criminal background check.

For more information and to apply, please visit <http://jobs.berkeley.edu/> (search by the Job ID #23131) or go to [https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=21&JobOpeningId=23131&PostingSeq=](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=21&JobOpeningId=23131&PostingSeq=1)

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