

Classification Description

University of Michigan

Issued: 09/01/01

Classification Code

145745

Supersedes: New

FLSA EP

TITLE: MEDICAL SCHOOL HUMAN RESOURCE ADVISOR **GRADE:** MS2

BASIC FUNCTION AND RESPONSIBILITY

To partner with Medical School Administration (MSA) by providing human resources consultation and services which include staff training and development programs; program research, design and implementation; management of faculty and staff databases and compensation programs; and staff recruitment for the Dean's offices.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develop partnerships with Medical School and University management to provide training and educational opportunities for Medical School managers and staff that support the mission of the Medical School.

Coordinate MSA and Medical School programs and activities such as salary increase program, staff training and development programs, external review packages, and faculty and staff salary structures

Respond to requests for faculty and staff salary data.

Analyze internal and external salary survey data to determine the impact, if any, on faculty and staff salaries.

Analyze human resource data, develop recommendations for action, and prepare reports.

Provide advice and consultation to management and employees on data queries and reports, faculty and staff compensation, and Medical School policies, procedures, and practices.

Participate in or lead project teams in the development and implementation of human resources policies, programs and/or systems.

Provide advice to management on human resource policies and process faculty and staff appointment changes.

Review documentation for accuracy, investigate discrepancies, recommend corrective action and work with management to implement necessary actions.

Assist MSA managers in developing recruitment and retention strategies, and facilitate placement of staff.

Provide advice to MSA managers and staff regarding University classifications, faculty and staff compensation and classifications, and pay and reward systems.

Ensure compliance with the University Affirmative Action Programs and State and Federal laws.

SUPERVISION RECEIVED

General supervision is received from a Director of Medical School Human Resources or other designated official.

SUPERVISION EXERCISED

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Functional and administrative supervision may be exercised over professional and office staff.

Med School Human Resource Advisor (cont'd)

QUALIFICATIONS

Bachelor's degree or an equivalent combination of education and experience is necessary.

Reasonable experience in the administration of human resources programs including employment, faculty and staff compensation, training, and/or payroll is necessary.

Reasonable knowledge of the principles and practices of human resources management is necessary.

Reasonable experience in developing and modifying data queries may be necessary.

Demonstrated effective oral and written communication skills are necessary.

Demonstrated ability to perform effectively within a team environment is necessary.

View Salary Range:

<http://www.med.umich.edu/medschool/staff/salaryranges.htm>