

HR Services

Talent Management

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2070	Director, Talent Acquisition and Management	019	E	Designs and implements talent management strategies and programs to recruit and retain talent. The Director manages and directs employee relations for staff, serves as Deputy Title IX Coordinator, and oversees the life cycle of employment for all employees from the initial acquisition through onboarding, performance management, professional development, and off-boarding.	Individualized
2755	Coordinator, Employee Relations and Talent Management	015	E	Provides advice and coaching to UHD staff on employee relations issues and assesses and resolves employee relations matters. The Coordinator ensures that actions are aligned with university policies and procedures and that a fair and consistent approach is taken across the university, promoting a positive culture within the university while minimizing risks.	In-Range
2577	Manager, Organizational and Talent Development	017	E	Aids in the orientation and development of managers. This position supports the University's mission by developing and overseeing various skill development initiatives	In-Range
2578	Sr. Talent Development Specialist	015	E	Coordinates and assists with the development, implementation, and administration of all professional development programs and resources to enhance the university's employee skills for increased organizational capacity.	Pre-Defined
2275	Talent Development Specialist	013	E	Develops, updates and conducts professional development programs in support of the University's mission and provides support to the Talent Development team.	Pre-Defined
5170	Talent Management and Development Specialist	011	NE	Provides administrative and logistical support related to talent management and development team. The TMD Specialist also serves as a facilitator for new employee orientation.	In-Range

Employment

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2576	Sr. Talent Acquisition Specialist	015	E	Manages the employment's office processes and develops programs to attract, hire, and retain a high quality workforce.	In-Range
5081	Talent Acquisition Specialist	011	NE	Provides assistance in the recruitment and employment functions	Pre-Defined

HR Operations

Benefits & Compensation

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
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CAREER LADDERS - Human Resources (DTE)

2071	Director, Benefits & Compensation	019	E	Oversees compensation and benefits through policy and procedure development, training and coaching, assignment of duties, support to employees, and other functions related to Benefits and Compensation. Analyzes compensation data and evaluates job positions to determine classification and salary to attract and retain a qualified workforce. Administers employee insurance, Tex Flex, Leave programs, retirement and savings plans and all other state benefits.	Individualized
2007	Benefits and Compensation Administrator	016	E	Coordinates and administers the employee compensation and benefits programs and provides support to ensure the competitiveness and effectiveness of the programs and alignment with federal, state, and university regulations, policies, and guidelines	In-Range

Payroll & Records

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2072	Director, Payroll & Records	018	E	Oversees records and payroll operations, including, but not limited to, policy and procedure development, training and coaching, assigning duties, and supporting employees.	Individualized
5087	Payroll Specialist	012	NE	Assists with all tasks that are required to process payroll for university employees	In-Range
5290	HR Records Specialist	009	NE	Processes all records for current and former employees in an accurate and timely manner, in order to maintain their electronic files.	In-Range