



Officer of Administration Position Description

Section 1: Position Information

Position Type: New Revised
Position Number:
Working Title: Associate Human Resources Director for Officer of Administration Employment
Department: Human Resources
Employee Name
Actual FTE: 1.0
Eligible for Overtime: Yes No

Section 2: General Description of the Position

Include budgetary authority, supervisory responsibilities, level of decision making, and reporting relationship.

Reporting to the Associate Vice President for HR, responsible for development and administration of employment policy and practices for UO officers of administration (OAs), an employment category of approximately 1000 employees who hold supervisory, managerial, executive, and professional positions at University of Oregon.

Section 3: Description of Duties

Percentages listed are estimates.

Major Duties

1. Manages employment policy development and administration for officers of administration (OAs); collaborates with Offices of Affirmative Action and Equal Opportunity and Unclassified Personnel Services which each have significant responsibilities in the unclassified search and appointment processes, to ensure consistent policy application and interpretation across university departments. (25%)
2. Meets with OAs one-on-one to discuss individual employment concerns, answer questions, provide resources, and refer to other offices or resources as appropriate; consults with appropriate leadership (e.g., unit heads, deans, vice presidents and senior and others) to address and resolve issues or concerns. (15%)
3. Provides accurate and timely information and communications to OAs on employment policies and practices in written form or large- or small-group settings; serves as a resource on policy interpretation. (10%)
4. Provides advice, consultation, and training for those who supervise OAs on aspects of OA employment; respond to inquiries regarding aspects of OA employment. (20%)
5. Manages current institutional initiative established to create a codified system of employment policies tailored for the supervisory, professional, and executive work of OAs; collects, revises, and updates current policies and drafts new policies for submission to and approval by the university's policy setting process. Coordinates with and serves as staff for the Policy Review Initiative steering committee; meets regularly with other relevant campus groups, such as the Officer of Administration Council. Research best practices and prepare recommendations. (20%)



- 6. Advises on compensation and salary setting for OAs, including reviewing for internal consistency and researching external market information. (10%)
- 7. Performs related duties as required.

Section 4: Number of Employees Supervised

Classified Employees	
Officers of Administration	1 (possibly)
Students	
% of Time Spent in Supervision	

Section 5: Experience & Education

List the experience and educational requirements for this position.

- Requires bachelor’s degree, with coursework in public administration, human resources or relevant field preferred; advanced degree preferred.
- At least five years experience in human resources administration, preferably in a large organization; higher education or public sector experience desirable.
- Experience in employment policy administration required; policy development experience highly desired.
- Outstanding written and verbal communication skills.
- Demonstrated ability to work with people with diverse backgrounds and perspectives in a responsive and effective manner.
- Must pass criminal background check.

Signatures:

Employee Signature	Date
--------------------	------

Supervisor Signature	Date
----------------------	------

Appointing Authority Signature	Date
--------------------------------	------