## Human Resources Job Function

### HR Generalist Job Family

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| 59    | HR Management I | Bachelor’s degree Master’s degree preferred 8+ years of progressive HR experience; including some in management Advanced knowledge of employment law and HR policies and practices | • Provides HR leadership and direction for the organization  
• Analyzes the workforce and makes decisions to strategically position the school/unit to meet organizations goals and objectives  
• Authority to negotiate on behalf of school/unit of matters of significant HR impact  
• Builds partnerships to advance strategic HR initiatives  
• Responsible for HR compliance (e.g. affirmative action, FMLA, FLSA)  
• Manages department budget  
• Represents Harvard externally at professional and higher education events | IMPACT Significant impact on operations, resources, or University’s reputation SCOPE Typically manages the HR function for a unit or small school | RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion. GIVEN: Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. AND/OR Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. | RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within assigned duties. Complex assignments are occasionally reviewed upon completion. GIVEN: Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. AND/OR Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |

NOTE: Above this level are the HR Deans & Directors in grades 60+

**NOTE:**

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed  
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.  
3) $E = \text{exempt}, N = \text{non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion}$