



1978

## **Job Description for Assistant Vice-Chancellor For Business and Finance and Director of Personnel**

Commission for Blacks

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## **JOB DESCRIPTION**

**ASSISTANT VICE-CHANCELLOR FOR BUSINESS AND FINANCE  
AND DIRECTOR OF PERSONNEL**

### **Job Summary**

Assists the Vice-Chancellor in coordinating and directing the activities of the departments within the Business and Finance division. Exercises management responsibility over all functions relating to the fulfillment of University Personnel commitments.

### **Work Performed**

Coordinates the activities of the offices of Security and Safety.

Formulates, interprets, and administers University Personnel policies and practices.

Translates and directs the formulation of personnel objectives of major significance to the University.

Provides for comprehensive programs for Employment, Wage and Salary Administration, Staff Benefits, and Training, Research, Organizational Development, and Personnel Services.

Ensures the proper resolution of employee grievances by establishing and participating in the University grievance procedure.

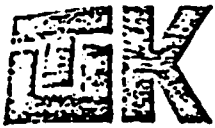
Directs the interpretation of and compliance with Federal and State regulations governing personnel practices.

Formulates and administers the departmental budgets.

Performs other related duties incidental to the work described herein.

Date: December 13, 1978

Title Code:



## **JOB DESCRIPTION**

**Director of Personnel**

### **Job Summary**

**Exercises management responsibility over all functions relating to the fulfillment of University Personnel commitments.**

### **Work Performed**

**Formulates, interprets and administers University Personnel policies and practices.**

**Translates and directs the formulation of personnel objectives of major significance to the University.**

**Provides for comprehensive recruitment and employment programs, assuring that qualified employees are hired for University positions. Develops policies, procedures and controls regarding employment and analyzes manpower turnover and other personnel statistics.**

**Assures the development and administration of Wage and Salary policies.**

**Monitors the application and effectiveness of management development and employee training programs.**

**Determines the need for and plans, prepares and conducts council conferences on matters related to personnel policies, practices and procedures.**

**Ensures the proper resolution of employee grievances by establishing and participating in the University grievance procedure.**

**Directs the interpretation of and compliance with Federal and State regulations governing employment, wage and hour and other personnel practices.**

**Formulates and administers the departmental budget.**

**Ensures the optimum utilization of the Personnel Staff including responsibility for employment, training, assignment of duties, providing proper equipment and working conditions, recommending salary adjustments and maintaining morale.**

**Performs other related duties incidental to the work described herein.**

**Date:**