

**PHASE 5**  
**UCSD Human Resources**  
**Family Function and Job Function Summary**

<b>Job Family</b>	<b>Job Function</b>	<b>Job Summary</b>
<b>Human Resources</b>	<b>Academic Human Resources</b>	Involves recommending, developing, implementing, administering, coordinating, and/or evaluating Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering one or more of the following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; visa procurement; benefits; payroll; training and development; faculty misconduct; and faculty equity.
<b>Human Resources</b>	<b>Benefits</b>	Involves administering and communicating benefits programs. Influences, shapes and collaborates on employee benefit programs. May provide training to departments on employee benefit programs, and workshops on new / amended benefit programs.
<b>Human Resources</b>	<b>Compensation</b>	Involves developing, implementing and administering compensation policies and programs. Reviews job evaluations requests and proposals, and provides advice on job evaluation, position management, and position salary-setting.
<b>Human Resources</b>	<b>Employee Relations</b>	Involves the design and administration of programs, procedures and plans related to employee workplace issues such as conduct, discipline, performance, communications, policies and procedures. Uses employee relations concepts and applies policies and procedures to resolve a variety of employee relations issues and situations. Works in collaboration with other functional areas of human resources.
<b>Human Resources</b>	<b>Employment</b>	Involves developing, implementing and / or maintaining recruitment and other employment and sourcing programs and policies. Provides advice and counsel on employment practices and recruitment processes.

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<b>Human Resources</b>	<b>Equal Employment Opportunity</b>	Involves developing, implementing, and / or administering diversity, equal employment opportunity and affirmative action efforts in order to comply with government legislation and management directives and support equity and inclusion programs. Provides advice and conducts analyses of the organization's related programs to ensure compliance with government legislation, and monitor progress toward organizational goals.
<b>Human Resources</b>	<b>HR Generalist</b>	Involves recommending, developing, implementing, administering, coordinating, and / or evaluating Human Resources policies, labor contracts, statutes, programs and procedures covering several of the following: recruitment, compensation, employee relations, labor relations, payroll, benefits, welfare programs, training and development, visa procurement, inter-location transfers, and employee services.
<b>Human Resources</b>	<b>Labor Relations</b>	Involves establishing and maintaining satisfactory labor-management relations, including monitoring and ensuring adherence to contract provisions, participating in negotiating sessions, addressing grievances and questions of a specific group of union employees.