

**POLICY 1**  
**ORGANIZATION OF DUTIES AND RESPONSIBILITIES**

**Rule 1.04 - Assignment of Duties and Responsibilities/The Campus Human Resources Office**

Within the framework of the State Universities Civil Service System Statute and Rules and University-wide policies, rules, and regulations, and under the direction of the Chancellor or the Chancellor's designee, each campus human resources office is responsible for managing the day-to-day human resources operations relating to Civil Service employees. Major responsibilities of the campus offices include:

Developing and implementing campus-level human resources administration programs, procedures, and guidelines.

Advising employing units and employees regarding compliance with State Universities Civil Service System, University, and campus human resources administration policies, procedures, and practices.

Recruiting, testing, and referring qualified candidates to employing units.

Classifying positions and administering University compensation plans.

Maintaining campus-level employee personnel records.

Assisting the University human resources office with labor union contract negotiations.

Consulting with employing units to resolve employee problems and complaints and to provide assistance with employee discipline and grievances.

Providing assistance and counseling to employees regarding employment opportunities or problems experienced in the workplace.

Providing avenues for consultation and participation by all levels of employees in the formulation and change of policies affecting them in their work.