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.