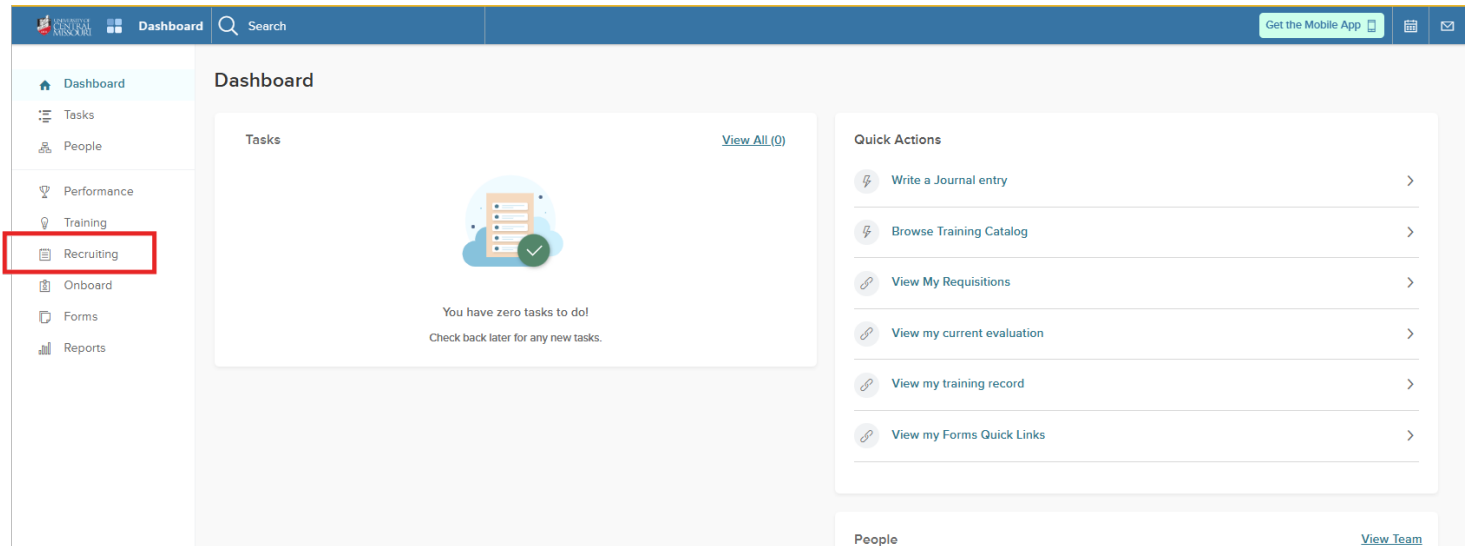


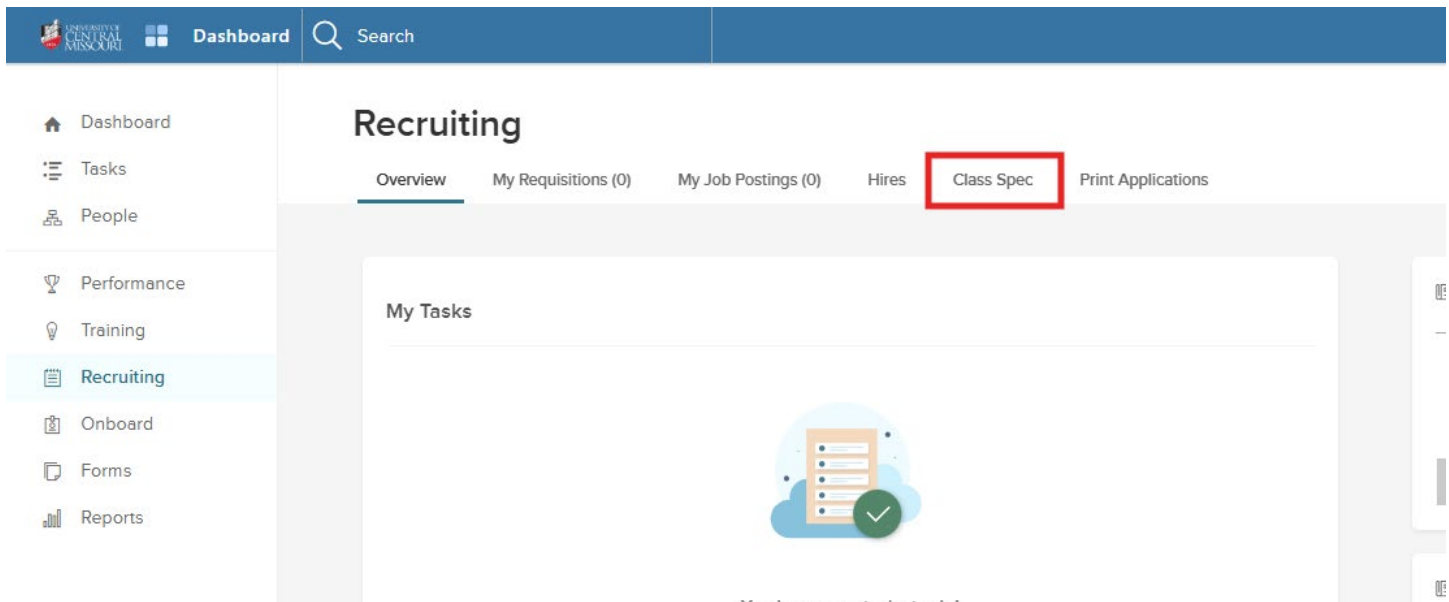
Editing a Position Description

If you are set as a hiring manager within NEOED, you can make changes to position descriptions and submit them to HR for approval.

When logging into NEOED, select “Recruiting” in the left toolbar.



Your recruiting dashboard will appear. Select “Class Spec” in the top toolbar.



Search for the position you wish to make edits to. You can search by position number or title

Note: If this is your first time searching, you may need to click the magnifying glass, so the search bars appear.

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Class SpecsClass SpecsRequests

FilterActiveAll Records

Reset

Class Spec Code	Class Spec Title	Insight	Perform, Onboard, Learn, eForms	Actions
999666	Senior	Q Search	Q Search	
999666	Senior Strategic Human Resources Partner	Active	Active	

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10Items per page

Showing 1-1 of 1 items

Click on the title you want to make changes to.

It will open the current position description. Choose “Edit”.

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DescriptionBenefits

Effective: 10/25/2024

Show Version History

Class Spec Details

Class Spec Code

999666

Established Date

07/01/2024

Revised Date

Insight

Active

Position Purpose

The Senior Strategic HR Partner position is responsible for aligning business objectives with employees and management in designated client groups. This position serves as the group's single point of contact in HR by formulating partnerships across the HR function to deliver value-added service to management and employees that reflect the organization's business objectives. The Senior Strategic HR Partner provides "one-stop" service and support regarding all HR-related issues, including talent acquisition, total rewards, employee relations, and other matters. This position is responsible for handling university immigration-related matters.

Job Duties

Serve as HR business partner to an assigned University client group, including: 85%

- Meet regularly with and advise vice presidents, deans, directors, managers, and supervisors regarding HR-related issues, including talent acquisition, employment, classification/compensation, benefits, performance, discipline, and other issues
- Proactively seek opportunities to connect to stakeholders on the strategies that impact their work in the campus community
- Ensure effective and timely communication with stakeholders
- Verify the accuracy of information entered into the personnel/payroll computer system
- Remain knowledgeable of University policies, procedures, and best practices to provide day-to-day performance management guidance to line management (e.g., coaching)

Make your requested changes and select “Next”.

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Senior Strategic Human Resources Partner (999666)

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1. FORM

2. APPROVALS

Current Class Spec

Class Spec Code

999666

Class Spec Title

Senior Strategic Human Resources Partner

Class Spec Change Request

* fields are required

Class Spec Code

999666

Class Spec Title

Under the “Approvals” tab, the HR Partners approval workflow will automatically default in. Leave that approval workflow there. If you remove it, the position will sit in draft. Once ready, select “Submit”. HR will review the changes, regrade if necessary, and approve/deny the requested changes.