



<b>Job Title</b>	Assistant Vice President of Human Resources	<b>Job Code</b>	HR0113
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	24
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Human Resources	<b>Union Code</b>	0
			Human Resources Administration

**Job Family & Subfamily Summary**

**Human Resource Professionals** provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.  
**Human Resource Administration Professionals** provide leadership to various units within Human Resources operations.

**Job Summary**

Provides a direct high level of executive support to the CHRO in the strategic, tactical and operational management of the Office of Human Resources and staff. Provides consultative subject matter expertise and service to administration, faculty and staff on UCF main and satellite campus.

**Representative Duties**

**1. HR Operations and Strategy**

- Oversees continuity and integration of services in daily HR operations
- Ensures the office is effective and efficient in design and operation
- Coordinates and provides leadership in HR efficiencies, effectiveness, programs, projects, services, systems, strategies, goals and objectives
- Manages contracting, budget planning, expenditure approvals, HR staff postings and system personnel action approvals
- Provides leadership in the development of short- and long-term HR strategic plans
- Participates in university strategic initiatives, committees, focus groups and various other ad hoc meetings
- Demonstrates professional, progressive out of the box thinking in approaches to effectuating the mission of HR and driving best practices
- Nurtures partnerships across campus to achieve strategic initiatives
- Provides leadership in planning, timelines, successful completion of HR projects and initiatives
- Leadership of pertinent HR personnel, resources and communications in the development and execution of strategic and tactical plans
- Ensures HR considers, coordinates and partners in an integrated approach with university stakeholders regarding large scale project impacts and change management
- Serves as a business partner with campus community, providing guidance, advice and assistance in managing the university's workforce
- Oversees directly assigned functional areas' service delivery; leadership backup for other units; supports HR managers and supervisors in carrying out their responsibilities
- May be called upon to directly or indirectly manage all centrally assigned HR staff in CHRO absence
- Serves as a member of the UCF Management Bargaining Team for the PBA and AFSCME union negotiations
- Contributes to analysis of bargaining issues and developing strategy
- Facilitates Labor Management Meetings with unions
- Supports ongoing employee relations, labor relations and union related matters, issues, CBA interpretation, and concern resolutions

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
10+ years of relevant work experience 5+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.