



Job Title	Associate Vice President & Chief Human Resources Officer	Job Code	HR0111
Pay Plan	EXC	Pay Grade	0
Union	Non-Union	FLSA Status	Exempt
		Union Code	0
Job Family	Human Resources	Subfamily	Human Resource 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 oversight and leadership of all human resources activities, policies, and programs. Responsibilities include overseeing policy development for pay plans, coordinating annual performance measures and goal-setting processes, and liaison duties.

Representative Duties

1. Policy Oversight

- Develops and implements university-wide policies relating to human resources
- Ensures policies balance monitoring functions, employee morale development, supervisory management, employee development and EEO considerations
- Represents the univeristy in the Collective Bargaining process

2. Performance Management

- Coordinates setting annual performance measures and goals for the President and Vice Presidents
- Collaborates with other executives to develop performance measures and goals for review by the President
- Partners with appropriate committees to reach agreement on three-year goals acceptable to the Preseident and appropriate committees
- Oversees the adminsitration of the Perfomance Unit Plan incentive compensation system and ensures compliance with intricate compensation and tax issues

3. Board Engagement

- Coordinates BOT Compensation and Labor Committee meetings
- Prepares agendas, board policies, resolutions, guidelines, committee charters, and minutes
- Communicates effectviely with the Committee Chair, Board Chair, Trustees, President, and Chief of Staff

4. Compensation Review

- Administers the provisions of the board’s Presidential Performance and Compensation Review Policy
- Coordinates the review of the President’s compensation
- Prepares the evaluation of presidential compensation for the committee’s consideration and reccomendation
- Coordinates the comprehensive assessment of the president by outside consultants every three years

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
12+ year of relevant work experience 5+ years of leadership experience		
Additional Requirements		

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.