



Approved by Cabinet: April 1, 2022

**JOB DESCRIPTION: CHIEF HUMAN RESOURCES OFFICER/  
ASSISTANT VICE PRESIDENT-HUMAN RESOURCES**

The CHRO/ASVP-HR is the head of Human Resources for the University and is responsible for ensuring that all human resources strategies align with the mission, vision, values, and direction of the university. The CHRO/ASVP-HR is responsible for the development and implementation of the University's strategic human resources priorities. The CHRO/ASVP-HR leads all aspects of a comprehensive human resources operation including, but not limited to, recruitment and retention, employee relations, benefits administration and counseling, oversight of compensation programs, performance management, employee training and development, aspects of payroll, and HR policies, federal and state regulatory compliance, HRIS, and processes and data and records management. The CHRO/ASVP-HR will report directly to the Vice President for Financial Affairs.

**STRATEGIC**

**The Chief Human Resources Officer shall:**

- Provides leadership to the Office of Human Resources; oversees the areas of Benefits Administration, Compensation & Classification, Talent Acquisition and Recruitment, Employee Relations, Human Resource Compliance, and Training & Development;
- Addresses matters of recruitment and hiring of University personnel and the development of strategies for addressing future needs relating to personnel;
- Ensures that hiring practices are effective and comply with state and federal laws and guidelines, while ensuring that the needs for new or vacant positions are met;
- Builds a human resources culture that is faculty and staff focused;
- Leads and directs the HR staff in all activities; establishes goals, objectives, and priorities for staff, and assesses staff performance and success at regular intervals;



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- Works with Vice President for Financial Affairs to collect and interpret data that supports University salary schedules and hiring practices to ensure that the University attracts and retains a quality workforce;
- Works with managers, directors, and department heads to promote diversity, equity and inclusion in the workplace and to reinforce the mission of the University regarding equal opportunity employment;
- Works with campus leadership regarding departmental competencies and provides coaching/consulting on various Human Resource related matters;
- Participates at the strategic and operational level to build trust and lead through transparency, inclusion and respect;
- Support training initiatives on cultural competency, gender differences, disability, sexual harassment, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values;
- Provides the leadership to build and maintain "best practices" in Human Resources, including the development of a strong team and relationships at all levels;
- Provides counsel on employment policies, procedures and appropriate practices;
- Ensures that the Office of Human Resources' mission and goals align strategically with those of the University as a whole;

## MANAGERIAL

### **The Chief Human Resources Officer shall:**

- Responsible for the development of initiatives in Human Resources, including but not limited to the development of HR policies/procedures, Compensation Programs, Onboarding process, Professional development, Talent Acquisition; federal and state compliance;
- Oversees the application of laws, procedures, and policies;
- Ensures that proper communications and training is provided for employees and supervisors in the areas of campus policy, employee relations, benefits, etc.;
- Designs and develops strategic planning in relation to personnel programs and trends in human resources management;



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- Establishes and implements long-range programs in all aspects of Human Resource functions;
- Manages workforce analysis and compliance with Affirmative Action, Equal Employment Opportunity, Title VII, Title IX, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and other applicable requirements;
- Assists with the development of and manages the human resource information software to extract, analyze and report data;
- Maintains knowledge of industry trends and employment legislation pertaining to all Human Resources matters;

#### **Direct Reports**

- Deputy Chief Human Resources Officer
- Human Resources Classification and Compensation Specialist
- Human Resources Employment Specialist

#### **OPERATIONAL**

##### **The Chief Human Resources Officer shall:**

- Collaborates with the Cabinet, College Deans, and Associate/Assistant VPAAAs on identifying employment needs and work with those respective groups in developing actions that address specific Human Resource needs, including hiring and recruitment, training and development and problem resolutions;
- Delegate appropriate tasks to direct reports;
- Communicates regularly with the College Community regarding changes to Human Resources processes;

#### **OTHER**

##### **The Chief Human Resources Officer shall:**

- Serve on Administrative Council and other committees as needed;
- Routinely practices self-monitoring by assessing current performance and credentials.