Associate Vice President
Human Resources

Position Summary

The associate vice president of human resources serves as the chief human resources officer. Reporting to the vice president and chief operating officer, the AVP HR is charged with the responsibility for leading and managing a comprehensive human resource program including employee recruitment, orientation and retention; classification/compensation and benefits; human resources information management; policy development and implementation; employee relations; training, coaching and leadership development; performance and evaluation; regulatory compliance; and employee recognition. The AVP HR negotiates, oversees and ensures compliance with the collective bargaining agreement with union employees and oversees student employment. The AVP HR serves as a member of the chief operating officer’s senior management team.

The AVP HR is a critical role in the institution and must be able to manage, inspire, and lead a team of five dedicated professionals in a customer service oriented human resources department and have demonstrated experience in maintaining a workforce that supports and respects diversity. In addition, the AVP HR must possess strong interpersonal skills; have the ability to influence at all levels within the college and to function as an effective change agent in a continuous quality improvement environment. The AVP HR must make smart, sound decisions, have good mediation and motivation skills, meet timelines, and manage competing priorities.

Position Classification:
Salary Grade:
Date Revised:

Essential Duties

- Serves as the college’s Chief Human Resources officer to plan, develop, organize, implement, direct and evaluate the organization’s human resource function and performance
- Builds, motivates, retains and leads a strong, results oriented and respected Human Resource department and culture that is proactive, operationally excellent and viewed by the college to be collaborative, fair and equitable, effective, trustworthy, supportive, thorough, efficient, and innovative
- Provides vision and strategic leadership in the planning, development, and implementation of human resource programs and services, including but not limited to: classification, faculty and staff recruitment, benefits, leave, retirement, compensation, employee relations, organizational development, and collective bargaining aligned with the College’s priorities, mission, and values
- Collaborates with constituents at all levels of the institution building and fostering strong relationships in an open manner to translate the culture, goals and initiatives of the college into Human Resource strategic and operational plans
• Evaluates and advises on the impact of long-range planning of new programs/strategies and regulatory action as those items affect the attraction, motivation, development and retention of all employees
• Responsible for compliance to all Federal and California legal and regulatory mandates related to employee matters
• Serves as a trusted advisor to the chief operating officer and senior leadership team in matters pertaining to organizational development, employee relations, workforce analysis and supervisor development
• Serves as consultant to the campus on human resource matters, including leading or directing investigations of complaints and allegations of inappropriate employee behavior and/or facilitating conflict resolution sessions
• Oversees and develops the human resources information systems
• Oversees the employee background screening program
• Manages new employee orientation programs and activities
• Manages employee recognition programs and activities
• Supports employee/leader professional development programs
• Maintains the official personnel files for the campus
• Champions employee wellness efforts, including injury prevention/loss prevention efforts with workers compensation carrier
• Oversees the application for all staff and administrator visas and serves as the custodian of employee I-9s ensuring legal documentation for employment
• Perform other duties as necessary

Qualifications

Minimum Qualifications:

• An advanced degree in Human Resources, Business Administration or Law and at least 10 years experience in all human resources functions is strongly preferred, although we will consider an equivalent combination of education, training and experience that demonstrates knowledge, understanding, and Human Resources practices and procedures in higher education or non profit for both union and non union represented employees
• Strong oral, writing, communication and presentation skills
• Must be familiar with standard office software and programs

Preferred Qualifications:

• Experience in higher education environment
• Experience in union labor relations
• SHRM/SPHR certification
• Direct experience in Human Resource Information Systems (e.g. Banner)

Qualities We Seek:

• Ability to operate in a confidential, professional, fast-paced academic environment, and work as both a senior leader and a member of various committees and teams
• Ability to actively communicate, inspire and motivate all levels of staff
• Ability to effectively leverage information systems and data to perform business process analysis and design to enhance departmental and organizational operations
• Ability to think and act strategically and proactively
• Ability to work and thrive in a diverse and intercultural environment
• Ability to complete complex assignments independently
- Ability to translate complex policies into compliant campus business processes and effectively communicate back out to all-levels of the college
- Ability to support and create a working environment where employees feel safe and comfortable
- Ability to understand and explain complex procedures
- Ability to learn, coordinate and oversee many different functions, determine relative importance of each, set deadlines, and delegate projects accordingly in a timely and effective manner, performing follow up as needed
- Ability to prioritize and perform multiple tasks; exercise sound judgment, use discretion and initiative in performing complex work; possess a high level of integrity, and maintain good working relationships throughout the campus community and with external stakeholders

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhausted list of all responsibilities, duties and skills required of personnel so classified.

Revised July 2019