



Associate Vice President for Human Resources

Department: Human Resources	Effective Date: 2/4/15
Reports To: Vice President for Administration	Division: Administration
FLSA Status: Exempt	Job Status: Full-Time
Salary Grade: 18	Job Classification: Administrator

Position Summary:

Responsible for providing leadership and oversight for the Office of Human Resources, including personnel policy development and implementation, recruitment of faculty and staff, job classification, compensation and benefit administration, performance management and employee relations and implementation of the strategic plan. The AVP is also responsible for ensuring compliance with applicable federal and state laws and serves as an advisor to the President's Collaborative Council on human resource issues.

Essential Duties and Responsibilities:

1. Provide leadership, supervision, coordination, and management of Human Resources functions including benefits, staff development, recruitment/retention, compensation, classification, worker's compensation, retirement, diversity, performance management/feedback, discipline, unemployment, and employment records.
2. Manage the performance appraisal process.
3. Develop and implement a comprehensive on-boarding/orientation process for new faculty and staff; as well as an exit process for those departing the College.
4. Ensure compliance with American's with Disabilities Act (ADA), Equal Employment Opportunity (EEO) and Office for Civil Rights (OCR).
5. Serve as the College Title IX Coordinator.
6. Advise the senior leadership team on human resource best practices and policies.
7. Formulate and revise College policies and procedures in a manner that assures College-wide communication and input, consistent administration, and legal compliance.
8. Administer fair and equitable hiring practices for faculty and staff.
9. Manage the Employee Assistance Program (EAP).
10. Develop and manage the annual budget for the Office of Human Resources.
11. Oversee the establishment and maintenance of a comprehensive personnel records system.
12. Select, develop, and supervise Human Resources department staff.
13. Participate in the Diversity Task Force and support the development and implementation of initiatives that promote a diverse, culturally competent and respectful workplace.

Required Minimum Qualifications:

1. Education: Master's degree in Human Resources/related field or Juris Doctor (J.D).
2. Management and supervisory experience.

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Desired Qualifications:

1. Proven current knowledge of the concepts and legal requirements of each aspect of the Human Resources function.
2. Demonstrated knowledge of federal and state legislation and regulations governing human resource functions, including Title IX, the Fair Labor Standards Act, the Americans with Disabilities Act, EEO, Workers' Compensation, COBRA, Family Medical Leave Act, etc.
3. Specialized professional Human Resources certification (PHR, SPHR, SHRM-CP, SHRM-SCP).
4. Strong problem-solving and conflict resolution skills.
5. Demonstrated commitment to providing exceptional customer service.
6. Demonstrated ability to understand, develop, communicate, maintain, and automate Human Resources business processes.
7. Excellent communication skills.
8. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.