



Associate Vice President, Human Resources

Review: February 3, 2012

(Job #12-01) Associate Vice President, Human Resources Humboldt State University (HSU) invites applications for the Associate Vice President (AVP) of Human Resources. This position is an Administrator IV in the California State University Management Personnel Plan. This position reports to the Vice President of Administrative Affairs.

Purpose of the Position: The AVP of Human Resources provides strong leadership and management of Human Resources programs including Employment Services, Employee & Labor Relations, Benefits Administration, Compensation and Classification, Payroll, Human Resources Information Systems and data management, Professional Development, Whistleblower Protections, Equal Employment Opportunity and Regulatory Compliance; provides advice and counsel to the campus in these areas and is the president's designee on employee relations matters. The campus recognizes that people are our most valuable resource and this position provides progressive human resources planning, policy design, systems and services which are aimed at fostering productivity, innovation, safety and a climate of success in the workplace. The AVP must set the expectation for the highest level of integrity, embrace innovation, support lifelong learning, champion diversity, seek quality results and support the mission and values of the university. The AVP also provides oversight of the human resource and payroll services for the Humboldt State University Sponsored Programs Foundation, an auxiliary organization to HSU (a California not-for-profit public benefit corporation under Section 501 (c)(3) of the United States Internal Revenue Code).

General Responsibilities: This position advises University management in all areas of human resources policy and writes procedures related to these functions; directs and oversees all staff human resources programs including labor relations (staff collective bargaining agreements), recruitment, classification and compensation, benefits (including workers' compensation), payroll services, equal employment and regulatory compliance and assesses impacts of these various programs on the campus; and provides support to university management regarding organizational development issues. The AVP is the campus Title IX Coordinator and the Equal Employment Opportunity Compliance Officer, as well as a member of the Emergency Operations Center and the Campus Crisis Consultation Team. The AVP personally directs the staff labor and employee relations program including interpreting collective bargaining agreements, handling grievances, acting as a resource for staff arbitrations, handling meet and confer sessions with staff unions, providing training and guidance related to labor and employee relations including HEERA (Higher Education Employer-Employee Relations Act) and progressive discipline; serves on committees as designated by the President and Vice President; and provides consultation to campus colleagues, other CSU campuses and the Chancellor's Office. This position is responsible for leading a staff of seventeen employees.

Requirements of the Position: Minimum of a Bachelor's degree and seven years of progressive leadership experience in human resources positions. Experience in an academic environment is preferred. The successful candidate will have a thorough understanding of all human resources programs with significant exposure to labor and employee relations, diversity and compliance, as well as strong demonstrated management and supervisory skills.

Critical success factors for the position include but are not limited to:

- Strong strategic planning and interpersonal skills with the ability to influence all levels of an organization;
- A solutions approach to problem solving;
- Ability to be both a confident leader and roll-up-your sleeves contributor;
- Demonstrated strong management skills to include the ability to make independent and sound decisions;
- Unquestionable integrity coupled with strong management skills and the managerial courage to take a firm stand or apply a gentle touch as a situation dictates;
- Leadership philosophy that imparts trust, energy, confidence, knowledge and a positive attitude in order to create a climate of success;
- Strong negotiation and motivation skills, as well as innovation and self-confidence;
- Demonstrated ability to manage, inspire and lead a team of dedicated professionals in a customer service oriented human resources infrastructure;
- Proven skills in managing a number of competing priorities and complex issues creatively, effectively and simultaneously;
- Demonstrated ability to meet deadlines and function effectively in a complex organizational environment, demanding a high energy level, discretion, flexibility, enthusiasm and humor;
- A clear and confident communication style that demonstrates spirit, enthusiasm and integrity. Excellent oral and written communication skills;
- Experience creating and maintaining a workplace that supports and respects diversity;
- Experience in positions requiring assessment of complex issues and sound judgments involving personal and confidential

(Continued on reverse)

matters;

- Broad and deep knowledge and experience in employee relations, compensation, organizational planning and development, employment law, payroll, human resource information systems, equal employment opportunity and regulatory compliance, and professional development;
- Demonstrated success in working in a constantly evolving setting and an appreciation and comfort with ambiguity, as well as demonstrated success as a change agent; and
- Demonstrated experience with implementation of HR information systems and data management.

Additional preferred qualifications include: experience in collective bargaining environment; experience handling grievances and handling appeals to the California State Personnel Board; knowledge of The California State University; experience with PeopleSoft HRIS systems; and professional certification by the Society of Human Resources Management Association and/or other certifying bodies in the human resources profession.

Salary and Benefits: Salary is commensurate with experience.

This is a CSU Management Personnel Plan position. Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional MPP information can be found at the following website: www.calstate.edu/HRAdm/policies/mpp.shtml.

Application Procedure: Applicants must submit a letter of interest, resume and contact information for at least four professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: This position is open until filled. First review of applications will be Friday, February 3, 2012.

All applicants should be aware that the successful candidate will be fingerprinted, as required by HSU. Due to the sensitive nature of this position, a background check will also be performed.

This position is a "designated position" in the California State University's Conflict of Interest Code. As such, you will be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission

Human Resources

Siemens Hall - Room 211

Arcata, CA 95521-8299

(707) 826-3626

Fax: (707) 826-3625

www.humboldt.edu/jobs

Email: careers@humboldt.edu

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 3300

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: January 5, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.