JOB DESCRIPTION

TITLE

Executive Director for Human Resources

JOB SUMMARY

This position is responsible for all areas under Professional and Employee Services of the Office of Human Resources, including but not limited to Compensation, Employee Relations, Title IX, Training, Diversity, Recruitment, Payroll, Benefits, Reconciliation and the Records functions. Oversees services provided to customers including the daily interaction between Faculty and Staff customers and the Employee Services area and oversees the services provided by the Professional Services area that primarily assists supervisors and above, where the qualities of timely and expert advice is paramount. Ensures the synergy of these areas by coordinating any overlapping issues among the functional HR areas. The incumbent reports directly to the Sr. Associate Vice President, Human Resources & CHRO. Work is performed under limited supervision with broad latitude for initiative and independent judgment and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Sr. Associate Vice President for Human Resources & CHRO

Supervises: Human Resources Professional Services Staff and Human Resources Employee Services Staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides leadership and vision for Human Resources Professional and Employee Services.
- Partners with the Sr. Associate Vice President & CHRO to ensure alignment of strategies and initiatives within all of the Human Resources areas and to ensure consistent and accurate interpretation and applications of human resources policies and procedures.
- Sets goals for the work units and organizes resources to achieve goals.
• Develops and implements an effective flow of information between the Office of Human Resources and the university community to solicit support for HR objectives and to achieve a positive public image.
• Responsible for the administration and overall quality and consistency of customer service provided by Human Resources.
• Interprets policies, rules and regulations; reviews practices and procedures, and makes recommendations for changes as appropriate.
• Ensures compliance with state and federal laws, regulations, standards and guidelines.
• Analyzes complex situations and proactively identifies possible solutions.
• Answers policy and practice questions for area of responsibility.
• Understands HR business processes and proactively recommends and implements technology solutions for improving process efficiency.
• Consistently manages and monitors compliance with policy and strategic planning for the University’s Human Resources Information Systems (HRIS) needs.
• Anticipates needs and develops methods for re-engineering University’s HRIS and business processes.
• Approves security access for Human Resources Information Systems.
• Answers systems procedure questions relating to Human Resources services.
• Prepares human resources reports submitted to university officials, federal and state agencies.
• Directs needs assessment for training and staff development of Human Resources to enhance the effectiveness of employee performance in achieving the goals and objectives.
• Duties are subject to change as scope of position is developed and broadened.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

• Represents the Office of Human Resources on university committees.
• Monitors online personnel transactions.
• Performs other duties as requested.

EDUCATION

Bachelor’s degree in Human Resources or related area. Senior human resources certification (HRCI) required (SPHR).
EXECUTIVE

At least eight years of progressively responsible experience in Human Resources including professional/managerial level Human Resources experience and two years of HRIS experience within a human resources department.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.
WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________  Date: ______________

Employee Printed Name: __________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.