



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 08/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Associate Vice President for Human Resources & Chief Human Resources Officer

JOB SUMMARY

This position is responsible for the administration and direction of a full service comprehensive human resources function, including but not limited to: compensation & classification, benefits, HRIS, payroll, records management, recruitment, employee relations, and staff training. The position assumes overall responsibility for the human resources function and reports directly to the Vice President for Finance & Administration. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President, Finance & Administration

Supervises: Human Resources Staff

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

- Directs all activities of the Human Resources (HR) department.
- Develops or modifies appropriate procedures in compliance with new university H.R. guidelines, federal and/or state laws.
- Monitors changes in federal and state laws to assure compliance.
- Interacts with insurance agents, consultants, physician groups, faculty, staff, applicants, and the general public.
- Ensures appropriate maintenance and operation of HR systems.
- Develops annual recommendations for overall pay plan revisions to be considered in the budget process.
- Oversees submission of various university, state and federal reports.
- Responsible for special projects as assigned by the Vice President for Finance & Administration, the Chancellor or as maybe required by federal and or state legislation.

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- Responsible for interpreting policies and procedures, and federal and state laws as related to human resources, EEO and Affirmative Action.
- Investigates complaints as appropriate.
- Oversees the development of effective staff training programs to meet the needs of the University.
- Monitors compliance with anti-discrimination laws including the Americans with Disabilities Act.
- Reviews equal opportunity practices and evaluates the results of the University's Access and Equity Plan.
- Oversees equal opportunity and affirmative action policies and procedures and advises appropriate university officials on the enhancement of the University climate for faculty, staff, and students.
- Conducts internal investigations of alleged violations pursuant to anti-discrimination laws.
- Investigates complaints from faculty, staff, and students on sexual harassment issues.
- Develops and maintains written personnel policies and procedures.
- Travels to the other centers to provide direction, assistance, and training as necessary.
- 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

- Performs other duties as requested.

EDUCATION

Bachelor's degree in Business Administration, Public Administration, or related area. Advanced degree preferred. SPHR certification required.

EXPERIENCE

Ten years of progressively responsible experience in human resource administration. Prefer at least two years as a director of human resources and experience with an institution of higher education in Texas.

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.
- Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and the university community.
- Ability to use a personal computer and other office equipment, including other 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.

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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.