



Confidential Position Specification

California State University Dominguez Hills

AVPHR



2019



CONFIDENTIAL POSITION SPECIFICATION

Position	Associate Vice President Human Resources
Company	California State University Dominguez Hills
Location	Carson, CA
Reporting Relationship	VP, Admin & Finance
Website	https://www.csudh.edu/

POSITION SUMMARY:

The Associate Vice President of Human Resources Management provides strategic leadership, planning and implementation of customer focused human resources programs for the campus community. As a trusted advisor, the AVP of Human Resources provides guidance on a broad range of operational and strategic initiatives to further the strategic plan of the University. This position is responsible for building and motivating a respected human resource team. This position is responsible for creating comprehensive, integrated human resource management programs, including: Workforce analysis and planning; Employment/talent acquisition (recruitment); Compensation; Classification; Employee Relations; Payroll and Benefits; Professional Training and Development; Workers Compensation; and assuring compliance with relevant programmatic and reporting mandates.

Under the administrative direction of the Vice President of Administration and Finance/CFO, this position has broad responsibility for developing, reviewing, and maintaining campus policies and procedures that support effective human resources management and fosters an environment of diversity and inclusion, ongoing organizational development, and an innovative engaged workforce. The AVP collaborates with other colleagues in the California State University system, including the CSU Chancellor's Office. The AVP is a trusted advisor to not only the VP of Administration and Finance, but to all of the Vice Presidents and the Provost in matters relating to employee engagement, leadership and employee development, compliance, organizational effectiveness, contractual requirements and best practices.

OUR MISSION

We provide education, scholarship and service that are, by design, accessible and transformative. We welcome students who seek academic achievement, personal fulfillment, and preparation for the work of today and tomorrow.

OUR VISION

A vital educational and economic resource for the South Bay, CSU Dominguez Hills will be recognized as a top-performing Comprehensive Model Urban University in America. We will be known as a campus community and gathering place where:



- Diversity in all its forms is explored, understood, and transformed into knowledge and practice that benefits the world.
- Technology is embraced and leveraged to transcend educational boundaries as we reach out to students, both locally and globally.
- Sustainable environmental, social, and economic practices are a way of life.
- Students from our community who aspire to complete a college degree are provided the pathway and guidance to succeed.
- Faculty and staff across the university are engaged in serving the dynamic needs of the surrounding communities.
- Student life is meaningful and vibrant.
- Our accomplishments and those of our alumni are recognized nationally and internationally.
- Ultimately, our students graduate with an exemplary academic education, a highly respected degree, and a genuine commitment to justice and social responsibility.

OUR CORE VALUES

The following core values are fundamental to our success:

- **Accountability.** We recognize and live up to our responsibility to our students, campus resources and finances, staff, faculty alumni, supporters, and the community at large.
- **Collaboration.** All segments of the campus community work together to support our vision as well as our students' success.
- **Continuous Learning.** We strive to continually improve teaching, scholarship and service.
- **Rigorous Standards.** We identify, implement and support excellence in all our practices.
- **Proactive Partnerships.** We actively engage with our communities and its members to promote educational opportunities and excellence for our students.
- **Respect.** We celebrate and respect diversity in all forms.
- **Responsiveness.** We are here to serve the needs of students, this community and society.

CORE DUTIES AND RESPONSIBILITIES:

The AVP of Human Resources is responsible, in conjunction with departmental management, for identifying the skills needed by CSUDH staff and administrators to effectively implement the goals of the university. Additionally, the position has primary responsibility for assessing the need for leadership training for providing professional leadership development opportunities as needed. The AVP of Human Resources is a leader in supporting a culture of excellence, accountability, and personal empowerment/engagement.

Provides dynamic leadership and management for the full array of human resource services and programs which support the strategic priorities of the University. Assembles, leads and develops a high-functioning, results oriented human resource team that effectively implements and enhances human resource services, new technology platforms and programs. Collaborates and partners with senior leadership, faculty/staff at all levels of the organization to build strong relationships through which capabilities and capacities are enhanced in alignment with the mission, vision and values of the organization. Evaluates the impact of planning of new programs and strategies and regulatory actions that will affect the attraction, motivation, development and retention of employees.

Oversees and guides the HRM Team to identify the desired outcomes and measures of effectiveness of HRM policies, procedures, guidelines, collective bargaining agreements, and other regulatory data to assure compliance with federal, state or local regulations. Communicates with the CSU Chancellor's Office regarding campus and systemwide human resource issues; collaborates on human resource issues with counterparts from other campuses in the California State University system. Directs the



administration of campus grievance and complaint processes and serves as the University President's designee as required.

Counsel and Advise Campus Management

Serves as a professional advisor and colleague with senior administrators within the Divisions and Colleges on workforce planning/analysis, talent management, compensation, and related activities to support and or enhance the operational effectiveness of these units. Provides guidance and assistance on technical procedures/policies and provides professional counsel on specific personnel matters. Evaluates alternative solutions, and exercises innovation and creativity in researching problems and considering different solutions.

Directs the administration of labor-related administrative proceedings, including disciplinary procedures, and offers counsel on these issues to managers and supervisors. Serves as a 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. Consults with the CSU Chancellor's Office as needed.

Oversees and ensures compliance with the collective bargaining agreements for non-faculty employees as well as the administration of the Management Personnel Plan. Collaborates with stakeholders at all levels involving the full scope of personnel actions such as hiring, performance evaluations, probationary status, discipline, classification, training and development, workers compensation claims.

Develops and communicates preventative plans for crisis management solutions. Acts as a problem solver and confidant to all staff and management to resolve problems effectively.

Human Resources Policy and Procedure Development

Acts as an internal consultant for development of policies and procedures and periodically assesses the congruency of current processes with current human resources management best practices. Researches and analyzes policies related to employment, working conditions and the health and safety of all employees. Assures campus policies and procedures do not conflict nor supersede existing regulations, codes, laws or labor agreements and provides best practice strategies and quality controls based on established metrics. Develops guidelines pertaining to employment and compensation processes.

Develops campus policies and procedures within the context of CSU systemwide policies and procedures. Consultation with the CSU Chancellor's Office on these policies and procedures will be solicited as needed.

Other related duties as assigned by the Vice President of Administration and Finance/CFO.

COMPETENCIES:

- Professional development, technical job skills and leadership competency.
- Demonstrated knowledge of systems, methods, and administrative procedures for planning, organizing, and directing human resource services and programs in the California State University system.
- Demonstrated knowledge and experience in higher education human resources policies and laws.
- Thorough knowledge and understanding of fundamental concepts, practices, and procedures of human resources management
- Comprehensive knowledge of the principles and practices of payroll, benefits, worker's compensation and compensation
- Advanced knowledge of federal and state laws and regulations governing civil rights and



employment

- Knowledge of complex dynamics of human interactions in the workplace.
 - Superior interpersonal communication, leadership and motivational skills
 - Critical thinker who is a proven leader capable of developing and implementing innovative programs and initiatives that align with the university's mission and core values.
 - Creative and strategic problem solver with exceptional conflict resolution techniques and management abilities.
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- Sensitivity to individuals of diverse backgrounds and a commitment to promoting collegiality to a diverse working community.
 - Embrace the core values of California State University Dominguez Hills and has worked in higher education in an urban environment.
 - Actively communicate, inspire, and motivate all levels of staff.
 - Oversee, coordinate and balance many different functions. Determine relative importance competing priorities, set deadlines, and delegate projects accordingly in a timely and effective manner.
 - Provide visionary leadership and motivation for creating a high-functioning human resources management team.
 - Identify and critically assess data, and apply these data for the interpretation and implementation of personnel policies and procedures
 - Formulate innovative ideas and recommendations and communicate decisions concisely and clearly in writing and verbally.
 - Establish and maintain collegial and cooperative working relationships with administrators and staff employees.
 - Motivate, lead, and direct the operations of a human resources department.
 - Resolve emotionally charged situations with tact and diplomacy
 - Prioritize human resource functions, determine the relative importance of selected duties, establish deadlines.
 - Implement integrated comprehensive information technology systems.
 - Effectively and professionally represent the mission and values of the University.

QUALIFICATIONS:

- A Bachelor's or Master's degree from an accredited institution of higher education in Human Resources Administration, Public or Business administration, or a closely related field.
- Advanced degree or Senior Professional in Human Resources (SPHR) certification is preferred.
- Seasoned experience in one or more of the functions of human resources management including at least two (2) years of senior level human resource management experience.
- Experience in a comprehensive, public four-year institution of higher education within a collective bargaining environment.
- PeopleSoft experience desired.



KORN FERRY CONTACTS

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