Assistant Vice President, Human Resources

Job Code: 909

General Description
Responsible for the development and administration of human resources policies and procedures for the university’s staff compensation, classification, employment, and employee relations programs; the university’s faculty and staff benefits and human resources records management programs; the master data center and Work Life program; communication of the policies and procedures for these programs to the campus; and directing the operations of the university’s Human Resources Office.

Examples of Duties
Provide leadership in human resources management in the Human Resources Office’s core process areas of staff compensation, classification, employment, and employee relations, faculty and staff benefits, and human resources records management; and communication of human resources information related to these areas.
Direct the internal operations of the Human Resources Office.
Research, analyze, develop, write, communicate, monitor for compliance, and advocate for strategic and operational human resources policies, procedures, and activities in the Human Resources Office core process areas.
Provide guidance in the achievement of assigned employee tasks, goals, and responsibilities.
Provide encouragement and opportunities for staff to participate in development experiences.
Assess Human Resources Office operations and performance.
Develop, monitor, and approve Human Resources Office budgets and expenditures from these budgets.
Appraise Human Resources Office employees accurately, thoughtfully, and in a timely manner.
Serve on and provide administrative support to various university and external permanent and ad hoc committees, task forces, and teams.
Complete special projects and tasks as assigned by the Vice President for Finance and Support Services and other senior administrative officials as appropriate.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Texas State UPPS system; human resources management practices in compensation, classification, employment, employee relations, benefits administration, and records management; and relevant state and federal laws, rules, and regulations pertaining to human resources to include Homeland Security, DOL, ADA, FLSA, FMLA, Veterans Administration, Fair and Accurate Credit Transactions Act, TRS and ERS.

Skill in: Preparing written information including policies, procedures, reports, memos, and other similar documents; overseeing the preparation of spreadsheets, reports, memos, and other related written documents; working as a team member; dispute mediation and negotiation;
interviewing and selecting staff; supervising staff; appraising staff performance; identifying problems inhibiting subordinate’s work performance; verifying and monitoring subordinate’s time usage; and budget management.

**Ability to:** Read and interpret federal, state, and local laws, directives, policies, procedures, and requests; perform basic math; clearly communicate verbally and in writing with others and convey complex information; supervise employees effectively; conduct presentations; maintain confidentiality; multi-task; establish rapport with others.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Senior Professional in Human Resources (SPHR) credential preferred.

**Other Requirements**