



California State University, Fresno

Human Resources

Vacancy # 12717

Associate Vice President for Human Resources (Administrator IV)

Overview:

Under the general direction of the Vice President for Administration, the Associate Vice President for Human Resources (AVP/HR) provides senior leadership and line management for the University's Human Resources (HR) operations. The AVP/HR has broad responsibilities for HR policy development, administration, interpretation and implementation. The AVP/HR maintains a collaborative partnership with the AVP for Faculty Affairs for many HR activities. The AVP/HR advises the President, Provost and Vice Presidents on all HR matters including recruitment, compensation, performance management, employee and labor relations, and a wide variety of regulatory program compliance. The AVP/HR oversees the provision of HR services in support of the Athletic Corporation.

Areas of responsibility include Workforce Analysis and Planning, Employment, Employee Relations, Talent Acquisition, Classification, Compensation, Personnel Record-keeping, Performance Management, Employee Benefits, Employee Assistance Program, and Payroll Services. The incumbent also serves as the campus ADA, DHR (Discrimination, Harassment, and Retaliation) Administrator, and EEO officer.

Compensation:

The salary is competitive and is negotiable depending on the strength of qualifications. This is a CSU Management Personnel Plan (MPP) position with an attractive benefits package which includes but is not limited to: a vacation accrual rate of 16 hours per month; 12+ paid holidays; excellent choice of medical, dental and vision insurance, long term disability coverage, life insurance; and retirement benefits.

Position Summary:

Major Duties of the job include:

- Provide overall leadership to 13 staff and 9 managers responsible for a range of HR services including Client Services (classification, compensation, recruitment, retention, performance management, fee waiver, and administrative functions), Payroll Services, Benefits, Workers Compensation, Information Systems, Equal Opportunity Programs, Employee and Labor Relations, Regulatory Programs, and the Employee Assistance Program.
- Participate in strategic planning and provide leadership and guidance in carrying out plans relative to the accomplishment of the campus strategic plan, institutional goals, objectives and division-wide strategic initiatives
- Oversee HR consultation services to campus constituents regarding HR policy, collective bargaining agreements, campus procedures, employee relations and organizational development.
- Oversee campus-wide recruitment initiatives, and workforce planning in conjunction with campus clients to ensure effective delivery of employment services.
- Ensure HR compliance with applicable legal guidelines; negotiated collective bargaining agreements; California State University (CSU) and campus policies.
- Provide technical expertise and assistance with performance management programs, complex employee relations and administration of labor relations agreements and practices.
- Oversee new employee orientation, and training, and development programs.
- Provide direct supervision and leadership to the technical staff activities involved in various HRIS functions (e.g., Oracle/PeopleSoft Human Capital Management, State Controller Payroll System, etc.).
- Provide leadership and oversight to the Employee Assistance Program, Learning and Wellness Programs and organizational effectiveness initiatives.
- Lead or direct investigations of complaints and allegations of inappropriate employee behavior
- Provide leadership and oversight on all employee benefit services.
- Provide oversight of Payroll Services.
- Work closely with the Chief Information Officer, and the AVP for Faculty Affairs.
- Collaborate with client users, HR managers and subject matter experts across the campus and within the CSU on matters related to Employee and Labor Relations, Risk Management, legal interpretations, and Faculty Affairs issues.
- Coordinate the preparation of reports and compliance activities related to EEO/AA, ADA and aggressively develop and implement strategies to ensure appropriate workforce diversity in a manner consistent with applicable legal guidelines.
- Organize and participate in recognition programs that promote and improve employee relations.
- Create and maintain standardized metric systems related to participant training records, applicant tracking, HRIS systems, and

other ad-hoc reporting.

- Serve as the President's designee in all matters pertaining to represented staff employees per the collective bargaining agreements, and in appointments of managers.
- Responsible for creating the department's annual budget and other related fiscal duties like regular management reporting and ensuring cost effectiveness in HR areas.

Relationships

- Serve as a principal director in the Division of Administrative Services, reporting directly to the Vice President for Administration
- Work closely with other principal directors in Administrative Services
- Advise the University senior administration (e.g., President, Cabinet, Deans, Associate and Assistant Vice Presidents, Principal Directors), managers and staff in matters related to HR
- Serve as the primary campus liaison on HR matters to University administration, governance groups and subcommittees, CSU System Administration, the other campuses of the CSU and other personnel agencies of the State of California.
- Proactively engage with the external community to ensure Fresno State is recognized as an employer of choice and further the universities initiatives.
- Maintain relationships with the appropriate external agencies and professional consultants that assist with employee assistance efforts and organizational development

Qualifications:

Basic Qualifications

- A bachelor's degree from a regionally accredited college or university, in a related field such as Human Resource Management, Labor Relations or similar field
- A minimum of ten years of progressively responsible experience in human resources management, labor relations, equal opportunity administration with at least five years senior leadership in higher education, government or private industry
- A demonstrated record of success in creating a collaborative environment that values operational effectiveness, superior customer service and cultural alignment with institutional strategies and aspirations.
- Excellent interpersonal and communication skills
- Exceptional strategic leadership skills
- Excellent writing and analytical skills
- Demonstrated commitment to diversity
- Experience with federal and state regulatory compliance
- Experience working with university policies and procedures
- Demonstrated success as a change agent and collaborative leader involved in developing strategies for Human Resources
- Experience with a variety of different employee classifications (i.e., "at will" employees, classified employees, represented employees, tenured employees, etc.)
- Proven track record of inspiring and managing a diverse professional staff in a multi-functioning unit with a strong commitment to customer service Application

Preferred Qualifications

- Professional HR certification(s)
- A graduate degree in Human Resource Management, Labor Relations, Equal Opportunity Administration, or a similar area, or a Juris Doctorate degree

Filing Deadline:

Applications received by October 16, 2015 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.

Application Procedures:

Individuals interested in being considered for this position should submit an on-line application and attach the following supporting documents: 1) resume, 2) letter of interest which includes a narrative detailing how the candidate fulfills each of the required and preferred items listed under Qualifications, and 3) names, email addresses and telephone numbers of three references who can provide current assessments of the candidate's qualifications for the position.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with

disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

How To Apply:

To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.csufresno.edu/>

Other Requirements:

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

Necessary background investigations will be conducted, as required, depending upon the job requirements of position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and FBI and degree and license verification upon employment. An offer of employment may be withdrawn or employment may be terminated based upon the results of these verifications. Full disclosure of all misdemeanors and felonies should be made in connection with this application.

California State University, Fresno annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Fresno State, and on public property within, or immediately adjacent to or accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following web site:
<http://www.fresnostate.edu/adminserv/police/clery/index.html>

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. You can obtain a copy of this Executive order by accessing the following web site: <http://www.calstate.edu/eo/EO-1083.html>

This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Other Applicant Information:

Applicants will receive confirmation of receipt of their application materials via automatic email reply. In addition, qualified applicants will receive email notification at the conclusion of the recruitment process.

This is a full-time management position covered by the California State University Management Personnel Plan. Under this plan, employees are subject to management reviews and serve at the pleasure of the University President of that campus.

Equal Employment Opportunity:

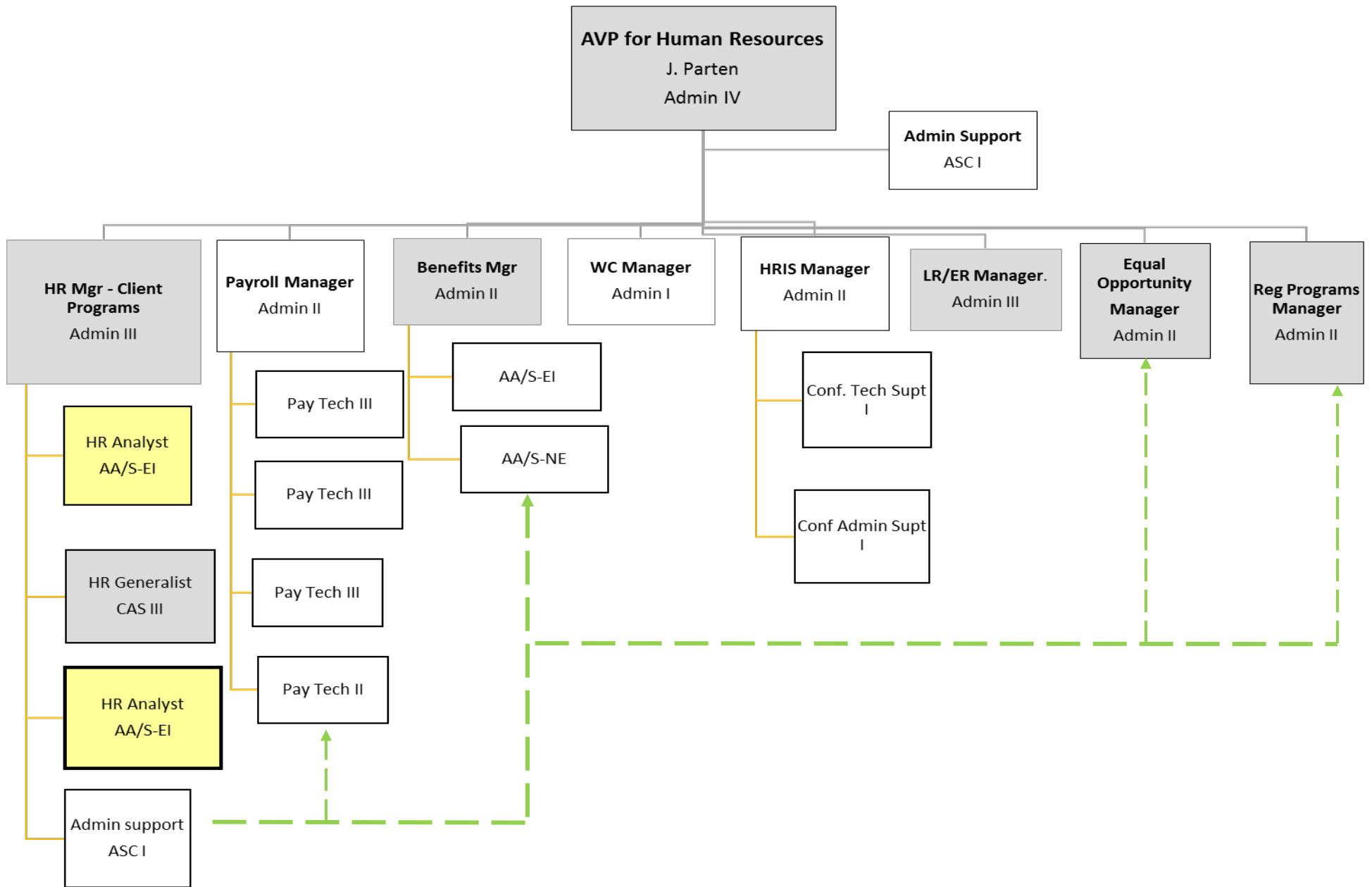
The California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment, on the basis of a protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about these proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders.

Further, the California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

General Information:

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to offer high-quality educational opportunities to qualified students at the bachelor's and master's levels, and in certain applied disciplines, at the doctoral level. The current student enrollment is approximately 23,000, including a large percentage of students with diverse and culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and world. California State University, Fresno promotes student learning and community engagement through faculty scholarship and service learning opportunities in collaboration with community organizations, educational institutions, industry, business and government. The University was one of the first U.S. Colleges and Universities to be selected by The Carnegie Foundation for the Advancement of Teaching for its Community Engagement Classification.

Metropolitan Fresno, with a multi-ethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.



Dotted line = clerical support responsibility