

# University of Houston – Clear Lake

## Position Description

Job Title: **Executive Director, Human Resources / Affirmative Action**

Job Code: **2376**

Pay Grade: **080**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Human Resources, Business or related field.	Master's degree in Human Resources, Business or related field.
Experience	Six years recent experience as a human resources professional with at least three years at a senior administrative level which includes supervisory responsibilities.	Recent related experience with the State of Texas in a higher education environment.
License/Certification		PHR; SPHR

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Plans, develops, coordinates and implements human resources policies, programs and procedures within the following areas: employment, employee relations, affirmative action/equal employment, wage and salary administration, benefits administration, record keeping, payroll, and organizational development/training.**

Duties and responsibilities	% Time
Develops and administers policies, programs and procedures related to human resource development and affirmative action.	40
Advises administrators, supervisors and employees to aid in problem resolution through application of policy and legal guidelines.	30
Plans and implements a viable affirmative action program for the university and monitors policies, programs and procedures to ensure EEO compliance.	10
Coordinates staff grievances to ensure fair, timely review and resolution of employee/employer concerns. Serves as liaison between university administration and external agencies to investigate and resolve problems and provide information.	5
Develops and implements departmental priorities, plans and budgets. Serves on appropriate system-wide and university committees. Other duties as assigned.	15

*This position description describes the general qualifications, duties and responsibilities of work being performed.*