

**JOB INFORMATION**

|                         |   |
|-------------------------|---|
| Effective Date          | 7/18/2022   |
| Job Code:               | 2376  |
| Job Title:              | Associate Vice President, Human Resources/CHRO  |
| Salary Grade/Structure: | 090 - Admin-Professional  |
| Career Level Name:      |   |
| FLSA Name:              | Exempt  |
| EEO Code:               | 10-Exec, Admin, Mgmt  |
| Job Function:           | Human Resources   |
| Job Family:             | Human Resources /ER   |
| Job Summary             | The Associate Vice President and Chief Human Resources Officer, in collaboration with executive leadership, provides strategic direction for Human Resources and the University in support of University of Houston-Clear Lake’s mission and long-term strategic goals. This position provides an effective and efficient approach and leadership in the delivery of Human Resource programs and services including; design, implementation, and administration of system-wide HR policies and programs encompassing all aspects of human resources management, including oversight of human resource management system (HRMS) administration, payroll, compensation, personnel action and benefit processing, personnel records, employment, employee relations, talent management, and organizational development. Responsible for integrating HR policies into the campus; coordinating succession planning; building effective internal cultures, and developing a positive employer brand. This position reports directly to the Vice President of Administration and Finance. |

**COMPETENCIES**

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

| Education Level | Education Details                                       | Required/Preferred |  |
|-----------------|---|--------------------|--|
| Master's Degree | Degree in Human Resources, Business or a related field. | Required           |  |

Work Experience

| Experience   | Experience Details   | Required/Preferred |  |
|--------------|--|--------------------|--|
| Considerable | Minimum ten years of Human Resources experience including five years of management or supervisory experience. Work experience should include management of a range of human resources functions, human resources data analysis, compensation strategies, and compliance with federal and state employment law. | Required           |  |

## Work Experience

| Experience | Experience Details  | Required/Preferred |  |
|------------|---|--------------------|--|
| Some       | Recent related HR leadership experience within the State of Texas in a higher education environment similar in size, scope, and complexity to UHCL. | Preferred          |  |

## Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred |  |
|-------------------------|--------------------------------|------------|--------------------|--|
|                         | PHR Certification              |            | Preferred          |  |

## Knowledge, Skills and Abilities

| KSAs   | Proficiency |
|--|-------------|
| <ul style="list-style-type: none"> <li>Thorough understanding and knowledge of appropriate management and communication techniques and/or best practices to ensure high productivity and work quality of department operations.</li> </ul>   | Proficient  |
| <ul style="list-style-type: none"> <li>Strong business acumen to understand key business drivers, organizational communications and data, organizational and unit performances measures, as well as understand the impact and implications of decisions on leadership objectives.</li> </ul> | Proficient  |
| <ul style="list-style-type: none"> <li>Knowledge of Federal and Texas employment, unemployment, WCI and other regulations.</li> </ul>  | Proficient  |
| <ul style="list-style-type: none"> <li>Extensive knowledge and experience in core Human Resources functions such as compensation structures, pay practices, job architecture, talent acquisition and development, as well as other key areas.</li> </ul>                                     | Proficient  |
| <ul style="list-style-type: none"> <li>Must possess highly developed interpersonal skills, diplomacy and sensitivity, and the ability to exercise considerable judgment and discretion in establishing, building, and maintaining effective working relationships.</li> </ul>                | Proficient  |
| <ul style="list-style-type: none"> <li>Ability to maintain effective communication with faculty and staff regarding Human Resource issues including; employment, payroll, benefits, compensation, work/life and performance management.</li> </ul>   | Proficient  |

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

| Essential Function   | % TIME |
|--|--------|
| <ul style="list-style-type: none"> <li>Directs operations and provides guidance to HR staff. Oversees compensation programs, including salary structure adjustments, merit and incentive pay and equity programs. Directs the continued development and administration of employment services (talent recruitment) and tools to effectively manage recruitment, selection, hiring and on-boarding new employees. Ensures the continued development and administration of professional and organizational development through training, coaching, and organizational review.</li> </ul> | 30%    |
| <ul style="list-style-type: none"> <li>Develops and administers organization policies and procedures in accordance with best HR practices. Provides strategic business advice, leadership and counsel to vice presidents, deans, department heads and employees concerning the application of policy and procedures in compliance with Federal, State, local laws, and UHCL policies.</li> </ul>   | 30%    |
| <ul style="list-style-type: none"> <li>Provides leadership and collaborates with various UHCL constituents in identifying and implementing initiatives that advance Human Resource priorities in accordance with the mission and vision of UHCL.</li> </ul>  | 20%    |

## Essential Functions

| Essential Function   | % TIME |
|--|--------|
| <ul style="list-style-type: none"> <li>Serves as a strategic partner with UHCL leaders in the advancement of equity, diversity, inclusion and social justice, leading efforts to foster an inclusive workplace culture and further the UHCL's commitment to equal opportunity, access, and equity for employees.</li> </ul>  | 10%    |
| <ul style="list-style-type: none"> <li>Develops mechanisms to connect HR strategy to University strategy using holistic thinking to shape and influence a positive work culture. Engages with professional networks and resources and has an informed understanding of current thinking and best practices in the field. Serves on various university and university system committees as needed.</li> </ul> | 5%     |
| <ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>  | 5%     |

## PRE-EMPLOYMENT

|                          |     |
|--------------------------|-----|
| MVR:                     | Yes |
| Criminal History:        | Yes |
| Physical Exam:           | No  |
| Hearing Exam:            | No  |
| Pulmonary Function Test: | No  |

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

| Physical Demand            | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Standing                   |     |        | X            |            |            |        |
| Walking                    |     |        | X            |            |            |        |
| Sitting                    |     |        |              |            | X          |        |
| Lifting                    |     | X      |              |            |            |        |
| Carrying                   |     | X      |              |            |            |        |
| Pushing                    |     | X      |              |            |            |        |
| Pulling                    |     | X      |              |            |            |        |
| Climbing                   |     | X      |              |            |            |        |
| Balancing                  |     | X      |              |            |            |        |
| Stooping                   |     | X      |              |            |            |        |
| Kneeling                   |     | X      |              |            |            |        |
| Crouching                  |     | X      |              |            |            |        |
| Crawling                   |     | X      |              |            |            |        |
| Reaching                   |     | X      |              |            |            |        |
| Handling                   |     |        | X            |            |            |        |
| Grasping                   |     |        | X            |            |            |        |
| Feeling                    |     | X      |              |            |            |        |
| Talking                    |     |        |              |            | X          |        |
| Hearing                    |     |        |              |            | X          |        |
| Repetitive Motions         |     |        |              | X          |            |        |
| Eye/Hand/Foot Coordination |     |        |              | X          |            |        |

### Working Environment

| Working Condition      | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold           |     | X      |              |            |            |
| Extreme heat           |     | X      |              |            |            |
| Humidity               |     | X      |              |            |            |
| Wet                    |     | X      |              |            |            |
| Noise                  |     |        | X            |            |            |
| Hazards                |     | X      |              |            |            |
| Temperature Change     |     | X      |              |            |            |
| Atmospheric Conditions |     | X      |              |            |            |
| Vibration              |     | X      |              |            |            |

### Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
|                  |                   |