



POSITION DESCRIPTION

TITLE: Associate Vice President of Human Resources and Compliance
FLSA STATUS: Exempt
CATEGORY: Administrative
GRADE: F

JOB SUMMARY: Assist the Vice President of Financial and Administrative Operations with management and leadership aspects of Human Resources, Employee Relations, Staff Development, Human Resources Information Systems/Records, and District compliance with Federal and State laws and regulations.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Provide senior leadership for the following college functions: employment/talent acquisition, compensation, benefits, employee relations, staff training and development, presentations, and Human Resources (HR) technology and systems consistent with applicable laws, policies, and regulations, consistent with the District's mission, vision, and core values of the College.	20%
2. Serve as the College District's Title IX Officer for student(s) and employee(s). Responsible for the Title IX complaints, communications to all employee(s) and student(s) involved, and creating and submitting mandatory reports to the Board of Trustees and the Department of Education. Coordinate the district-wide Title IX training for all students and employees and ensure training completion complies with federal rules and regulations.	20%
3. Serve as the College's liaison with the College's Legal Counsel regarding all employment-related legal matters and as the College's representative for the <i>Equal Employment Opportunity Commission (EEOC)</i> , <i>Office for Civil Rights (OCR)</i> , <i>Texas Workforce Commission (TWC)</i> hearings and investigations, and for the Title IX investigations. Participate in formal and informal problem-solving and mediation-type processes to resolve issues as needed. In collaboration with the Executive Director of Employee Relations, review the grievance and mediation process to ensure completeness and accuracy of information prior to vetting by Legal Counsel.	20%
4. Serve as the point of contact and support to the President's Cabinet for Human Resources and Employee Relations matters. Attend Board of Trustees meetings to stay abreast of matters that may impact the Human Resources and Employee Relations departments and serve as a resource for the College President.	10%
5. Oversee the District's online compliance program to address anonymous and designated reports regarding faculty and staff sexual harassment, sexual assault, and other related compliance issues and reports through the College's third-party administrator. Evaluate investigations with district officials and report the status of investigations to the Vice President of Financial and Administrative Operations and the person reporting the complaint.	10%

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| 6. Participate in developing robust workforce planning initiatives, compensation planning, and HR related communication across the College. Plan, develop, and coordinate compensation studies request by the College President. Regularly review and provide input regarding sections of the College's board policy manual related to the assigned areas of responsibility. | 5% |
| 7. Stay abreast of changing demographics, legal and technical development in the field of Human Resources, employee relations, staff training, and development, and recommend programs responsive to such needs, including professional development programs that aim at keeping employees updated and informed of laws and regulations critical to their job responsibilities. Serve as the Professional Development Leave program liaison for faculty and staff. | 5% |
| 8. Responsible for personnel management activities for assigned departments. Primary functions include recommendations for employment, competitive promotions, direction, and guidance to assigned staff, including orientation, performance evaluation, professional development, coaching, and counseling. Participate in setting performance goals and priorities that contribute to the division's mission. Plan, develop, monitor, and manage the budget within the assigned department. | 5% |
| 9. Perform other duties as assigned. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned Administrators and staff.

BUDGET RESPONSIBILITIES: Departmental budgets.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Master's Degree.

EXPERIENCE: Seven (7) years of related experience.

CERTIFICATIONS/LICENSURES: SPHR (Senior Professional in Human Resources)

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Ability to interact with all levels of employees at the College, as well as any member of the community;
- Ability to function as a neutral agent to facilitate issue resolution;
- Ability to handle and manage confidential information with the highest level of professionalism and integrity;
- Ability to effectively evaluate situations, and make appropriate decisions;
- Ability to research and evaluate information;
- Ability to prioritize and handle multiple tasks with critical deadlines;
- Ability to deliver public presentations at the executive management level;
- Ability to effectively present training and instruction at all levels of employees;
- Experience supervising and managing personnel;
- Effective communication, written and verbal, and interpersonal skills;
- Ability to remain current with educational trends, issues, and challenges for community colleges;
- Knowledge of College policies and procedures as they relate to sound fiscal management;
- Knowledge of Title IX regulations;
- Knowledge of ADA administration and compliance;
- Ability to formulate, review, and recommend budgets for assigned areas.

2. Equipment Used: Personal computer and other equipment associated with a general office environment (copier, phone, fax, etc.)

3. Software Used: A variety of word-processing, spreadsheet, database software, HRIS-integrated administrative information system, and network e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important to the highest degree due to constant interaction with other people at any level within the organization or the community, position's accountability for the development, motivation, assessment, and reward of employees, and to deal with irrational situations where the outcome is unpredictable.

WORKING CONDITIONS:

The work environment characteristics described here represent those an employee encounter while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X	X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X

Employee Signature

Date