



|                          |                                  |                      |          |
|--------------------------|----------------------------------|----------------------|----------|
| <b>Position Title:</b>   | Vice Provost, Human Resources    |                      |          |
| <b>Reports To:</b>       | College Provost                  |                      |          |
| <b>Department:</b>       | Division of Human Resources      | <b>Job Code:</b>     | 0003-00E |
| <b>Prepared By/Date:</b> | Jennifer C. Brito/02-25-2004     | <b>Job Group:</b>    | PEC      |
| <b>Approved By/Date:</b> | Iliana Castillo-Frick/08-11-2010 | <b>Salary Grade:</b> | 21       |
| <b>Revised:</b>          | Jennifer C. Brito/08-11-2010     | <b>FLSA Status:</b>  | Exempt   |

**Summary:**

Serves as the Chief Human Resources Officer for the College with responsibility for directing the activities of a comprehensive Human Resources Division.

**Essential Duties and Responsibilities:**

- Provides administrative leadership and operational oversight for Benefits, Compensation Employee Relations, Staffing, Compliance and organizational development.
- Oversees a comprehensive Human Resource Program for full-time and part-time faculty and staff
- Develops and recommends the institutional human resources policies and planning, management, and long-range strategic efforts
- Ensures the College meets its commitment to Equal Access/Equal Opportunity and maintains a work environment free of discrimination and supportive of a diverse, multi-cultural workforce and student body
- Plans, develops and implements the division's budget within fiscal guidelines
- Participates as a member on the College's management team that works together to integrate educational, fiscal, technological, facilities and personnel planning to ensure achievement of the College's vision and mission
- Provides appropriate support to the College's labor management negotiation team
- Recommends training programs to support the professional development of all employee groups and collaborates with the College Training and Development Department to develop and implement
- Provides leadership and direction to employees through the development of College Policies and Procedures
- Serves as the responsible agent for enforcing adherence to the College's policies and procedures as well as applicable federal and state employment laws
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of applicable federal and state employment laws and regulations
- Must demonstrate competency and experience in the areas of leadership, strategic planning, organizational development, human relations, problem solving and conflict resolution, human resource program development, personnel database management
- Knowledge of human resources practices and principles
- Knowledge of college educational philosophy and top management administrative practices and procedures
- Strong interpersonal and communication skills to work effectively with a wide range of constituencies in a diverse community
- Strategic planning skills to effect change in a multi-cultural environment

- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with college standards and guidelines
- Ability to negotiate and manage collective bargaining agreements
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Ability to speak effectively before groups of customers or employees of organization

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree in Human Resource Management or related field and a minimum of eight (8) years’ of progressively responsible Human Resources experience or Bachelor’s degree in Human Resources Management or related field and a minimum of twelve (12) years’ of progressively responsible Human Resources experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name