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| Job Title: | Assistant Vice President of Human Resources |
| Division: | OUC/HR |
| Department: | Human Resources Administration |
| Immediate Supervisor: | SVP & General Counsel |
| Employment Status: | Full-Time |
| FLSA Status: | Exempt |
| Date Updated: | |

Reviewed By (Hiring Manager): _____ Date: _____

Approved By (HR): _____ Date: _____

Job Summary:

The Assistant Vice President (“AVP”) provides senior leadership for the University’s HR operations while serving as a business partner to executive leadership and administration throughout HPU. The AVP strives to develop, practice and promote a culture of customer service, continuous improvement, and best practices while designing/modifying policies, practices and programs that impact the life cycle of HPU employees. The AVP has broad responsibilities for HR policy development, administration, interpretation and implementation. The AVP provides overall leadership for a range of HR services including recruitment, retention, employee relations, classification, compensation, training and development, performance management, benefits, and HRIS.

The AVP strives to enhance an organizational atmosphere where divisions and units work collaboratively to enhance the student experience, working strategically with executive administration to support HPU’s mission and strategic plan. Mentors and develops teamwork, customer focus, continuous learning, applying technology, valuing diversity, big picture perspective and openness to change within the HR team.

The AVP is passionate about working with people and embodies the warm spirit of Aloha and concierge-style customer service. The AVP comes in contact with many different personalities and types of people. The goodwill of the University must be reflected to all who come in contact with the AVP, while utilizing appropriate measures to preserve the University’s rights, resources, integrity and reputation. The AVP must maintain the highest levels of confidentiality and is routinely involved in highly sensitive matters; errors in judgment could adversely affect the integrity and the reputation of the University. The AVP must use tact and diplomatic messaging when communicating with the entire University community.

Qualifications:

Minimum Qualifications:

- Bachelor’s degree in Human Resources Management or related field (or equivalent professional experience);
- 10 years of progressively responsible leadership experience in a human resources;

- Five years' experience with employer branding and on-boarding, organizational development, workforce planning, sourcing, talent management and succession planning, leave, benefits (including retirement plan administration), compensation programs, and HRIS;
- Demonstrated knowledge of federal and state employment laws and regulations (specifically FLSA, Title VII, ADA, FMLA, etc.); and
- Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

Desired Qualifications:

- Master's Degree;
- Experience working in Higher Education Human Resources;
- Experience with federal contractor compliance requirements;
- Experience with Title IX compliance requirements;
- SPHR / PHR.

Other Qualifications:

- A strategic thinker with a deep appreciation for the core academic purposes, mission, and culture of a university;
- Strong communication and critical thinking skills, combined with the proven ability to move ideas forward in a collaborative manner;
- Ability to communicate with a variety of institutional stakeholders and external audiences;
- Strong organizational skills with the ability to handle multiple projects concurrently;
- Computer literacy and commitment to the use of data analytics;
- Sensitivity to and respect for the wide ranging needs of a diverse population;
- Valid Driver's License - ability to utilize own vehicle to regularly visit multiple campuses at HPU is required;
- Able to work all shifts and extended hours; weekend and evening work as required.
- Candidates must be legally authorized to work in the United States.
- Report to work obligations to support the department and may require work during HPU's winter break, if necessary.
- This position may be considered an **essential** position with report to work obligations depending on the type of emergency, campus closure, or evacuation.
- Must meet training and background check qualifications and comply with the Protection of Minors policy.
- Upon hire, candidate must have reliable personal transportation to facilitate travel between to all HPU worksites and other locations as required by the position. This includes a valid driver's license and a personal vehicle that is legally registered and insured.

Key Responsibilities/Essential Job Functions:

1. Supervises and evaluates management, operations, and programs in the Human Resources Department: 75%

- Provides effective and efficient management of the Human Resources Department's financial resources. Ensures that resources are allocated effectively to achieve objectives. Monitors the Department's budget within delegated authority to ensure that fiscal objectives are met. Responsible for all expense management, budgeting, and project/special initiative funding.
- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement. Develops appropriate policies and programs in a manner that fulfills the University's mission and strategic goals while complying with applicable laws and regulations. Responsible for the interpretation and administration of the University's Human Resources policies, procedures and practices. Develops, implements, and enforces policies and procedures which will improve the overall operation and effectiveness of the University. Responsible for ensuring revision of policies and procedures to comply with new or revised laws and regulations and to ensure they continue to support the University's strategic goals.
- Directs and oversees the management of the Human Resources Client Services function, ensuring that all services to client departments are effective, cohesive, consistent with the needs and objectives of the various client departments, as well as the institution as a whole.
- Evaluates the effectiveness of the Human Resources Department for continuous improvement of the efficiency and effectiveness of the department. Provides the foundation for a culture of continuous improvement and leveraging of data analytics throughout the university. Defines, designs and implements data driven HR metrics system utilizing the HRIS and Applicant Tracking System. Plans, strategizes, researches, defines reporting needs, finalizes internal metrics and benchmarks and communicates findings. Monitors and maintains data integrity.
- Monitors the application and effectiveness of management development and employee training programs. Develops human resource planning models to identify competency, knowledge and talent gaps and develops specific programs for the filling of those gaps.
- Supports and professionally messages University policies. Reviews and recommends updates and changes to relevant portions of the Employee Handbook
- Consults and advises staff supervisors on a wide variety of sensitive personnel issues for the purpose of assisting in effective decision-making and enforcing all relevant policies and procedures.
- Maintains and improves HR file management in electronic and physical forms. Monitors I-9, immigration and EEO reporting compliance.
- Provides guidance with employee relations, employee retention and succession, performance management, and professional development. Utilizes metrics to track departmental progress in reaching goals and properly monitor and follow-up on these processes.
- Develops and leads onboarding programs and strategies that support new hire assimilation. This includes a robust enculturation program for employees who are new to the islands.

- Manages employment branding efforts. Continually evaluates and refines recruiting sourcing processes to ensure maximum efficiency and optimal candidate experience. Performs high-level data analysis on the effectiveness of sourcing strategies, with an eye toward maximizing the “stick rate” of top talent.
- Develops and maintains diversity recruitment programs and ensure recruiting is in compliance with all state, federal and university guidelines.
- Coordinates seamless transition between exiting and onboarding employees.
- Responsible for managing immigration matters, ensuring legal and posting requirements are met, and facilitating the immigration process for faculty and staff.

2. Coordinates the activities, programs and strategic HR plans with other departments within the University: 20%

- Provides leadership and consulting to senior leadership, department heads, and managers on matters of goal setting, policy development, and strategic implementation in the area of human resources management. Ensures HR policies and procedures support of achievement of University's short-term and long-term objectives and strategic goals.
- Translates the strategic and tactical business plans into HR strategic and operational plans, providing advice and guidance on organizational structure and development and performance management.
- Evaluates and advises on the impact of long range planning of new academic programs/strategies and regulatory action. Embraces digitalization and its impacts on teaching in the classroom and in hybrid class environments.
- Develops staffing strategies and implementation plans and programs to identify talent within and without the state. This includes strategic assessments of remote work environments. Provides advice and guidance on succession planning, training, professional development, employee relations and culture building, employee recruitment and retention. Focusing on the life cycle of the employee, ensures that maximum care and superior service is deployed to maintain human resources services and programs, preparing regular reports to supervisors and executive leadership on current staffing levels and needs, contingency scenarios for emergency talent, turnover and other human relations analytics, and professional development and other retention strategies.
- Establishes short and long-term recruiting strategies designed to deliver on key organizational metrics (i.e. cost per hire, time to fill, quality of hire), with appropriate attention to the University’s own emerging (graduating) talent pipeline. Develops targeted talent pipelines that deliver top talent to hiring managers within established search timelines and time-to-fill metrics.
- Develops incentive and retention programs to ensure the retention and motivation of key employees in a non-profit environment.
- Develops progressive and proactive compensation and benefit programs to attract qualified individuals and to retain qualified employees by the University's competitive position in compensation and benefits. Assesses the competitiveness of all programs and practices against relevant colleges and universities and other comparable companies, industries and markets.

- Facilitates/Develops safety and security strategies and implementation plans, addressing workplace violence, substance abuse and alcohol testing, and employment-related risk management.

3. Other Duties as Assigned: 5%

- Participates in special projects to further the mission of the University.
- In the event of an emergency, the employee holding this position may be required to "report to duty" in accordance with the University's emergency operations plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed, serving as a communications hub in support of the Director.
- Actively participates as an effective member of the HR team by completing assigned duties, accepting additional assignments or reassignments.
- Performs other duties as assigned.

This description is not designed to list all activities, duties or responsibilities which may be required for this job. Other duties, responsibilities and activities may be assigned at any time.

Complete the table based on requirements of the job (Seldom or Never, Less than 1/3 of the time, about 1/3 of the time, about 2/3 of the time, Over 2/3 of the time)

| Physical Demands | Time Spent | Work Environment | Time Spent | Communication & Reasoning Demands | Time Spent |
|---|------------------------------|--|------------------------|---|------------------------------|
| Sitting | <i>About 2/3 of the time</i> | <i>Wet or humid conditions</i> | <i>Seldom or Never</i> | <i>Talking (in person in varied venues; dialog)</i> | <i>> 2/3 of the time</i> |
| Climbing | <i>Seldom or Never</i> | <i>Work near moving mechanical parts</i> | <i>Seldom or Never</i> | <i>Talking on the telephone</i> | <i>> 2/3 of the time</i> |
| Stooping, kneeling, crouching and/or crawling | <i>< 1/3 of the time</i> | <i>Work in high precarious places</i> | <i>Seldom or Never</i> | <i>Written communication (internal & external)</i> | <i>About 2/3 of the time</i> |
| Standing | <i>About 1/3 of the time</i> | <i>Fumes, airborne particles</i> | <i>Seldom or Never</i> | <i>Training and/or giving verbal & written instructions</i> | <i>< 1/3 of the time</i> |
| Walking | <i>About 1/3 of the time</i> | <i>Toxic chemicals</i> | <i>Seldom or Never</i> | <i>Reading</i> | <i>About 2/3 of the time</i> |

| Physical Demands | Time Spent | Work Environment | Time Spent | Communication & Reasoning Demands | Time Spent |
|---|-------------------|----------------------------|-------------------|--|-----------------------|
| Handling or fingering | > 2/3 of the time | Outdoor weather conditions | Seldom or Never | Visiting and/or working at other work sites | < 1/3 of the time |
| Eye-hand-foot coordination | > 2/3 of the time | Extreme cold | Seldom or Never | Apply common sense understanding to carry out instructions | > 2/3 of the time |
| Use of vision | > 2/3 of the time | Extreme heat | Seldom or Never | Define problems, collect & interpret facts and data, and draw logical conclusions. | About 2/3 of the time |
| Pushing | < 1/3 of the time | Explosives | Seldom or Never | | |
| Pulling: Less than 25 lbs. 25-50 lbs. More than 50 lbs. | < 1/3 of the time | Risk of electrical shock | Seldom or Never | | |
| Lifting: Less than 25 lbs. 25-50 lbs. More than 50 lbs. | < 1/3 of the time | Radiation | Seldom or Never | | |
| Carrying: Less than 25 lbs. 25-50 lbs. More than 50 lbs. | < 1/3 of the time | Vibration | Seldom or Never | | |

Employee Acknowledgement (Signed by employee upon hire)

I have received and read the contents of my job description.

Employee Name: _____

Employee Signature: _____ Date: _____