Nature of Work
The Associate Vice Chancellor for Human Resources serves as the Chief Human Resources Officer for the University of Colorado Denver | Anschutz Medical Campus and is a key member of the Senior Vice Chancellor for Administration and Finance’s executive management team and is part of the Chancellors’ leadership group. The incumbent is designated as an Officer of the Administration. This position is responsible for strategic leadership and management of the human resources programs, functions and systems to support the educational, research, service and clinical mission of the institution and establish and sustain the University as an employer of choice. The work involves planning, organizing, directing, and coordinating all components of human resources, including serving as the designated Affirmative Action Officer. This position also serves as the primary institutional liaison to the university system for HR-related issues.

Professional Field
Human Resources Management

Supervision Received
Work is performed under the general direction of the Senior Vice Chancellor for Administration and Finance.

Supervision Exercised
The Associate Vice Chancellor has responsibility for leadership and management of all personnel, programs, services and activities in the Human Resources Department. Direct reports include the Director of Talent Acquisition and Compensation, Director of Employee Performance and Development, Director of Human Resources Operations and an Executive Assistant.

Examples of Work Performed
Ensures the recruitment and retention of a diverse and highly talented faculty and staff for the University, beginning with the establishment of highly diverse and robust applicant pools and progressive methods of talent acquisition aligned with our mission.

Provides leadership, management and planning for all human resources programs across multiple personnel systems, including all recruitment and placement of classified and university staff employees; consultation, compliance monitoring, and business process oversight for faculty recruitment and placement; training and development; salary administration; personnel records; employee relations; and equal opportunity and affirmative action programs. Ensures a high level of service and accountability for HR issues at the University.

Maintains effective relationships with other University programs, departments, governance groups and affiliates (e.g., University Counsel, Office of Diversity and
Inclusion, Academic Affairs, Deans’ Offices, Staff Council, Faculty Assembly and hospital affiliates) to ensure appropriate coordination and support.

Advices the Chancellors, Vice Chancellors, Deans, Directors, supervisors and employees on policies, practices, employee relations issues and management problems and challenges across all employee groups such as grievance policies and procedures, corrective and disciplinary actions, discrimination, sexual harassment, diversity, ADA, terminations, family medical leave, recruitment and search committees.

Establishes employee training and development policies and objectives; guides the development and administration of training programs to ensure a qualified, trained and effective workforce.

Serves as a fiscal officer and maintains oversight and provides direction for the financial management for HR programs.

Provides institutional leadership and expertise on assigned programs and related activities in collaboration with others in the University of Colorado System. Also serves as institutional liaison to various employee governance and ad-hoc groups including staff council, Employee Services and university-wide task forces as assigned.

Represents the campus in relationships with community, legislative, governing and regulatory bodies and university central administration. Also represents the institution with external state and federal agency reviews and investigations regarding human resources issues.

Provides management of the Equal Opportunity (EO) and Affirmative Action (AA) compliance function. Ensures compliance with state and federal EO and AA laws and regulations.

Provides expertise, consultation, and indirect management oversight for participation in risk management programs including workers’ compensation, liability and property insurance.

**Knowledge, Skills, and Abilities**

Demonstrated commitment and leadership ability to advance diversity and inclusion in all aspects of faculty and staff recruitment and retention.

Thorough knowledge of current management and leadership methods and best practices.

Extensive knowledge of the principles and practices of human resources management and administration, particularly within higher education and across various personnel groups.

Ability to formulate and implement effective and efficient human resources programs that align with the institutional mission.

Knowledge of and ability to maximize efficiency of human resource management systems.
Ability to communicate effectively, both in writing and orally, including public speaking.

Ability to establish and maintain effective working relationships with employees at all levels throughout the institution, employees throughout the university, other state agencies, federal agencies, and affiliated organizations.

Ability to build consensus with diverse and competing interest groups; ability to develop support for institution-wide programs.

Thorough knowledge of applicable laws, rules and regulations governing human resources, equal opportunity, affirmative action, and risk management programs.

Extensive practical knowledge of faculty, exempt and classified personnel systems at the university.

Ability to evaluate policies and procedures and exercise mature judgment in the interpretation and application of rules and regulations in a university setting.

**Requirements**

The ideal candidate for this position will have earned an advanced degree in business administration, public administration, health administration, law, the social sciences or a closely related field. Candidates with a related bachelor’s degree and long-term management-level human resources experience will also be considered.

The position requires extensive, diverse and progressive responsibility for a major human resources function at the HR director level.

Demonstrated success across all major human resources functions in a comprehensive research university is highly preferred.