

Job Level	Associate Vice President for Human Capital	Executive Level I
Problem Solving	<ul style="list-style-type: none"> * Determine vision, goals, and strategic plans for employee recruitment and retention and employee processes. * Determine the management and administrative infrastructure necessary to further the efficient and broad delivery of human resource, equity and training services to units and employees. * Be responsible for the prudent oversight of all administrative and financial functions of each office reporting to the Associate Vice President, and engage in continual efforts to improve and create greater efficiency in administrative functions. 	<ul style="list-style-type: none"> • Resolves complex issues with long term impact • Resolutions may lead to new ways of conducting operations or changes to University Policy.
Interaction/ Communication	<ul style="list-style-type: none"> * Determine strategies for leveraging relationships with key constituents and employee councils to advance the goals of the offices under the Associate Vice President for Human Capital and the Division of University Operations. * Merge into a fluid leadership team positively impacting units and employees meeting university needs the Human Resources Department, Office of Equal Opportunity, Training and Organizational Development. * Ensure that the services offered by the offices reporting to the Associate Vice President uphold the University's policies and procedures, federal and state laws and regulations, and add value to the colleges and divisions, and are efficient and customer friendly. 	<ul style="list-style-type: none"> • Reports to an officer or executive director. • Integrates information from multiple functions or departments to inform the strategy of own area.
University Impact	<ul style="list-style-type: none"> * Reporting to the Associate Vice President for Human Capital are four offices: the Human Resources Department, the Office of Equal Opportunity and Training and Organizational Development. 	<ul style="list-style-type: none"> • Set strategy for functional area or department in line with mission of the University.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Oversight of approximately 45 employees and a \$3 million budget. 	<ul style="list-style-type: none"> • Has full oversight of budget for a department or multiple departments.
People Management	<ul style="list-style-type: none"> * This position directly supervises seven administrative professional staff and one classified staff: Director for Human Resources, Associate Director for Training and Organizational Development, OEO Assistant Director for Information Systems, OEO Assistant Director for Complaints and Disabilities, OEO Coordinator for Search Approvals and Office Operations, and Support Staff to the Associate Vice President. 	<ul style="list-style-type: none"> • Provides direction for function or department through other managers or senior managers. • Develops workforce plan and responsible for developing leadership within the function or department. • People management responsibilities for pay reviews, performance management, performance • Management and resource planning.