

Job Level	Executive Director for Human Resources	Senior Management Level II
Problem Solving	<ul style="list-style-type: none"> * Responsible for current and future initiatives that establish and streamline personnel processes and services to units and employees across the university with the goal of placing Colorado State University as an employer of choice in the nation for faculty and staff. * 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 resources functions to units and employees. * Determine strategies for leveraging relationships with key constituents and employee councils to advance the goals of the Department of Human Resources. * Determine strategies and goals to maximize the human and financial resources in the Department of Human Resources to create capacity and deliver to the University community the necessary services as a strategic partner to units and administrators. * Innovatively analyze, propose and implement initiatives that will contribute positively to the competitiveness of CSU. * Create effective onboarding programs for new employees. * Put in place training programs, from onboarding through professional development, to ensure team members are performing at the highest level. * Develop and manage performance programs. * Identify gaps between current HR organizational capabilities, required competencies and skills, and future strategic objectives. * Help shape and maintain the culture and monitor team member engagement. * Oversee daily operations of HR, including benefits, payroll, compensation, classification, recruitment, employee relations, records and HRIS. * Ensure compliant, effective and efficient processes are developed and in place to enhance operational efficiency and the service level HR provides across the University. * Ensure appropriate support is provided to administrators when disciplinary or employee relations issues arise. 	<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"> * The Executive Director for Human Resources reports to the Associate Vice President for Human Capital. * Exhibits exemplary executive leadership and management behavior. * Collaborate across the Campus Community in identifying and implementing needed process improvements. * Provide leadership, vision and strategic planning to the HR Department. * Builds and cultivates strong relationships across all areas of the university and acts as a strategic partner to its units and administrators. * Be an effective listener, problem solver and strategic partner to establish credibility through the University with administrators, supervisors, and employees. * Create and foster a culture of service throughout HR. * Collaborate across Campus to develop and implement highly efficient and effective recruiting processes that will scale as the University grows and lead to efficiencies and competitiveness in hiring. * Ensure a great hiring experience for the candidates and internal employees. * Build and develop a people team that creates significant value to faculty, various University councils, committees, and the many colleges across the University. * Execute and communicate programs so that all team members know what services and benefits are available to them. * Ensure access to accurate people data. 	<ul style="list-style-type: none"> ▪ May report to an officer or executive director.
University Impact	<ul style="list-style-type: none"> * The Executive Director is responsible for creating and implementing the strategic vision for Human Resources and leading the daily operational management of the Department. The Executive Director will also collaborate with members of the Office of Equal Opportunity and the Office of Training and Organizational Development, the other units reporting to the Associate Vice President for Human Capital, to innovate and maximize the operations of the offices meeting the needs of the University, our employees and leaders. The strategic vision should emphasize enhancing efficiencies, quality and operational effectiveness, as well as excellence in providing service to others. This Department incorporates the operational units comprising employee benefits; payroll; compensation; classification; recruitment, employment selection and classification for state classified personnel; general oversight of the State Personnel System within the University; employee relations along with informal resolution of concerns or problems in the workplace; personnel policy development and interpretation; employee records and personnel action processing; the Human Resources service center; and, the human resource management information system. 	<ul style="list-style-type: none"> ▪ Set strategy for functional area or department in line with mission of the University. ▪ Must be head of a department as defined and assigned by the University for Director designation.
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Oversight of a \$2.4 million budget. 	<ul style="list-style-type: none"> ▪ Has full oversight of budget for a department.
People Management	<ul style="list-style-type: none"> * The Executive Director has oversight of approximately 35 state classified and administrative professional employees * Directly supervises four administrative professional staff: Total Rewards Officer, two Associate Directors and an Assistant Director. 	<ul style="list-style-type: none"> ▪ Provides direction for function/department/unit through other managers. ▪ People management responsibilities for pay reviews, performance management and resource planning