



**California State University, San Bernardino
Associate Vice President for Human Resources and Co-Chief Diversity Officer**

Job Announcement

California State University San Bernardino (CSUSB) invites applications for the position of Associate Vice President for Human Resources and Co-Chief Diversity Officer. This position is an Administrator III in the CSU Management Personnel Plan and reports to the Vice President of Administration and Finance.

California State University, San Bernardino is a preeminent center of intellectual and cultural activity in Inland Southern California. Set at the foothills of the beautiful San Bernardino Mountains, the university serves more than 20,000 students each year, graduates about 4,000 students annually, and has over 2,600 employees. CSUSB reflects the dynamic diversity of the region and has the most diverse student population of any university in the Inland Empire, and it has the second highest African American and Hispanic enrollments of all public universities in California. Seventy percent of those who graduate are the first in their families to do so. For more information on the campus, please visit the [CSUSB website](#).

Scope and Functions of the Position:

The Associate Vice President for Human Resources is the university's chief human resources officer and is a member of the senior leadership team for Administration and Finance. The Associate Vice President is charged with the responsibility for planning, organizing and implementing a comprehensive human resource program that includes employment and compensation services, HR information management, employee relations, employee training and development, benefits administration, payroll administration, and retirement consultation utilizing local, CSU and state-wide systems. This position also oversees Student Employment, the Staff Development Center, and serves as the university's Diversity, Harassment, and Retaliation (DHR) Officer. The position shares the Co-Chief Diversity Officer responsibilities with the Associate Provost for Faculty Affairs.

As the President's Employee Relations designee, the Associate Vice President is responsible for overseeing the administration of eight Collective Bargaining Agreements, as well as grievance and disciplinary action administration. The Associate Vice President participates on a variety of campus and California State University (CSU) committees; oversees personnel services for a non-profit 501(c)3 Auxiliary organization; advises the President's Cabinet on all aspects of human resource administration; and is responsible for campus oversight, planning and coordination of an ongoing major CSU system-wide HR information and payroll system implementation. The Associate Vice President must set the expectation for the highest level of integrity, embrace innovation, support lifelong learning, champion diversity, seek quality results, and support the mission and values of the university.

General Responsibilities:

The Associate Vice President advises University management in all areas of human resources policy and develops and implements procedures; directs and oversees all staff human resources programs. The Associate Vice President is responsible for assessing the impacts of all HR

programs and services and provides support to university management regarding organizational development issues.

As the University's Discrimination, Harassment and Retaliation (DHR) Officer, the Associate Vice President is responsible for the implementation and administration of California State University Executive Order policies prohibiting discrimination, harassment and retaliation, sexual misconduct, dating and domestic violence, and stalking against faculty, staff, students and third parties, as well as the implementation and administration of Whistleblower and Whistleblower Retaliation CSU Executive Orders. The Associate Vice President will be responsible for implementing and ensuring compliance of related policies, developing and offering appropriate campus trainings, and establishing an administrative structure consistent with Executive Orders that facilitate the prevention and elimination of discrimination, harassment, and retaliation. In addition, the Associate Vice President will work closely with the Title IX Office, University Police Department and General Counsel to manage sex discrimination, sexual harassment, sexual misconduct, dating and domestic violence, and stalking claims that fall under the scope of Title IX regulations.

The Associate Vice President personally directs the staff labor and employee relations program, including interpreting collective bargaining agreements, handling grievances, acting as a resource for staff arbitrations, handling meet and confer sessions with staff unions, providing training and guidance related to labor and employee relations including HEERA (Higher Education Employer-Employee Relations Act) and progressive discipline. The Associate Vice President may also attend and represent the university at State Personnel Board hearings. The Associate Vice President serves on committees as designated by the Vice President, and provides consultation to campus colleagues, other CSU campuses and the Chancellor's Office. This position is responsible for leading a staff of twenty-three employees.

Requirements of the Position:

Minimum qualifications:

- Master's degree from an accredited institution, preferably MBA, Human Resources or Labor Relations Related
- 10 years full-time experience in Human Resources management position
- 5 years of experience in higher education Human Resources position
- 5 years of experience in labor relations

Desired qualifications:

- Experience with PeopleSoft HRIS systems
- SHRM-SCP or SPHR Certified

Critical success factors for the position include but are not limited to:

- Strong strategic planning and interpersonal skills with the ability to influence all levels of an organization
- A solutions approach to problem solving
- Ability to be both a confident leader and roll-up-your sleeves contributor
- Demonstrated strong management skills to include the ability to make independent and sound decisions
- Unquestionable integrity coupled with strong management skills and the managerial

- courage to take a firm stand or apply a gentle touch as a situation dictates
- Leadership philosophy that imparts trust, energy, confidence, knowledge and a positive attitude in order to create a climate of success
- Strong negotiation and motivation skills, as well as innovation and self-confidence
- Demonstrated ability to manage, inspire and lead a team of dedicated professionals in a customer service oriented human resources infrastructure
- Proven skills in managing a number of competing priorities and complex issues creatively, effectively and simultaneously
- Demonstrated ability to meet deadlines and function effectively in a complex organizational environment, demanding a high energy level, discretion, flexibility, enthusiasm and humor
- A clear and confident communication style that demonstrates spirit, enthusiasm and integrity
- Excellent oral and written communication skills
- Experience creating and maintaining a workplace that supports and respects diversity
- Experience overseeing and developing diversity training programs, as well as tracking diversity hiring statistics for a large organization.
- Experience in positions requiring assessment of complex issues and sound judgments involving personal and confidential matters
- Broad and deep knowledge and experience in employee relations, compensation, organizational planning and development, employment law, payroll, human resource information systems, regulatory compliance, and professional development
- Demonstrated success in working in a constantly evolving setting and an appreciation and comfort with ambiguity, as well as demonstrated success as a change agent
- Demonstrated experience with implementation of HR information systems and data management

Applications, Inquiries and Nominations:

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. However, for full consideration, applicants are encouraged to have complete applications submitted by **May 14, 2019**. The preferred start date is August 1, 2019. Completed applications must include: a current resume (or curricula vitae), a cover letter, contact information for five current references, and a diversity statement. The diversity statement may include your interpretation of diversity, inclusion, gender equity and must include specific examples of how your educational/ professional experiences, background/philosophy has prepared you for the role you are applying for at California State University, San Bernardino. (Maximum 250 words)

Applications and letters of nomination should be submitted by email to:



Emy Pena, Partner
Storbeck/Pimentel & Associates
6512 Painter Avenue, Whittier, CA 90601
Email: epsearch@storbeckpimentel.com

Refer to code "CSUSB-AVPHR" in subject line

For a confidential inquiry or nomination contact Ms. Peña at 562-360-1710.

Supplemental Information

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Salary is commensurate with experience. Additional information on benefits can be found at: <http://hrd.csusb.edu/pd/f2007 MPP Benefit Summary.pdf>.

The person holding this position is considered a `mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information: <http://hrd.csusb.edu/conflictInterest.html>.

This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096)