## Position Title:  Chief Human Resources Officer

## Department:  Office of Human Resources

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. It is understood that other related duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### University Information:

Clark Atlanta University (CAU) is a comprehensive, private, urban coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate and professional degrees as well as certificate programs to students of diverse racial, ethnic and socioeconomic backgrounds. It was formed by the consolidation of Atlanta University, which offered only graduate degrees, and Clark College, a four-year undergraduate institution oriented to the liberal arts. Clark Atlanta University is situated in the metropolitan, Georgia State capital of Atlanta. The university has nearly 5,000 students.

### General Function (Description):

The Chief Human Resources Officer leads and manages all human resources operations and assists in providing a full range of human resource management services for faculty and staff employees. This includes providing leadership and direction regarding Human Resources functions through the management of a comprehensive human resources administration including recruitment and employment services, benefits management and counseling, salary administration and job evaluation, training and development, records management, departmental budgeting, employee relations, and human resource information systems.

### Minimum Qualifications:

| Education                      | • A Bachelor's degree in Human Resource Management, Business Administration or a related field is required.  
|                               | • A Master's degree in Human Resources Management, Business Administration, Public Administration or a related field is preferred. |
| Experience                    | • At least five years increasingly responsible experience in Human Resources management is required, including the following areas: employee relations, compensation, job analysis, recruitment and placement, affirmative action, benefits administration, training and staff development, policies and procedures, systems and records, employee communications, and labor relations.  
|                               | • Similar experience in Human Resources management in higher education and/or the public sector is preferred, as is a strong fiscal background and experience in managing compensation and benefit plans for an organization of five-hundred or more employees. |
| Supervisory Experience        | • Three (3) years of higher education supervisory experience is preferred. |
| Other:                        | • A nationally-recognized human resource-related certification such as SPHR (Senior Professional in Human |
Resources) or PHR (Professional in Human Resources) is preferred.

**Examples of Duties and Responsibilities:**

- This position is to serve as a change agent. The primary role is to manage resources to a performance metric that leads to the consistently successful execution of all HR related operations and transactions while minimizing risk through compliance and outstanding HR department performance.
- Provide leadership and direction for the University and its employees regarding Human Resources matters by managing a comprehensive human resource administration including recruitment, employment, and retention services, benefits management and counseling, salary administration and job evaluation, training and development, records management, departmental budgeting, employee relations, succession planning, and human resource information systems.
- Ensures consistent and equitable application of Human Resource related policies and government regulations throughout the University by maintaining subject matter expertise and helping to advise senior administrators about the applicable policies and regulations and enforcing the Human Resource related rules and regulations of the University.
- Counsels employees and supervisors regarding disciplinary and grievance procedures by providing information on Human Resource related policies and regulations, recommending a plan of action, and resolving misunderstandings.
- Develops and recommends Human Resources related policies, practices and procedures for approval by the University administration by determining causes of Human Resource related concerns, reviewing and analyzing reports, applicable regulations, professional literature, and statistical data concerning all aspects of Human Resources administration.
- Contributes to the enhancement of the quality of the work environment within the University by advising and supervising the implementation and administration of employee benefits programs most appropriate to the demographics of the University, including automating and maintaining operations and processing systems as may be available through vendors, communicating relevant information about programs and services to all levels of management throughout the University, working with benefit plan consultants and vendors, interpreting policies and state and federal laws, and working with advisory committees to conduct studies analyzing the pros and cons of new and alternative benefits initiatives.
- Administers, develops, monitors, and implements employee and fringe benefit programs for University faculty and staff, serves as chair of Human Resources related Committees and recommends changes in the health care plan design, keeping the administration informed on all matters relating to the employee group health care plans.
- Ensures the accuracy and accountability of Human Resources transactional information on all University employees by supervision and maintenance of Human Resource records and that Human Resource transaction are consistently accurate and reliable.
- Develops and promotes the University’s employment brand and a positive image of the University by participating in community organizations, as well as national, state and local professional associations.
- Develops a competent, productive and effective Human Resources staff by supervising, directly and through delegation, professional and clerical employees.
- Represents the department and serves as a resource by participating on various University committees including Healthcare Plans Review, Equal Opportunity Advisory, and other various committees as requested by the Chief.
- Manages the departmental budget.
- Encourages knowledge of, respect for, and development of skills to engage with those of other
cultures or backgrounds.

- Remains competent and current on best Human Resources practices through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
- Contributes to the overall success of the University by performing all other duties and responsibilities as assigned.

**Knowledge, Skills and Abilities:**

- Demonstrated ability to work and communicate effectively with all constituencies of a diverse university community.
- Outstanding leadership and management skills, and understanding of automated management information systems, and a sound knowledge of relevant federal, state and local government regulations and equal opportunity policies are required.
- Successful use of Banner Human Resources module and other HRIS systems is required.
- Business and organizational acumen and orientation to the strategic plan.
- A results orientation and sense of urgency.
- Successful interpersonal skills.
- The ability to make and implement difficult decisions.
- The ability to demonstrate empathy.
- Persuasive speaking and writing skills.
- Analytical skill and data informed decision making skill.
- Effective and consistent judgment.
- Coaching skills.
- Systems thinking.
- Applied knowledge of HR principles, methods and related laws, regulations.
- Ability to understand and apply technology to improve processes.

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*