



## POSITION DESCRIPTION

Department:	Academic Affairs – Office of the Provost		
Classification Title:	Administrator I		
Working Title:	Assistant Director of Personnel		
FLSA Status:	<input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Exempt	
Incumbent:			

### Position Summary

The provost and executive vice president (provost and EVP) for Academic Affairs is the chief academic officer of the university, is the most senior among the vice presidents, and reports directly to the president. The provost and EVP serves as acting president in the absence of the president. As the highest ranking academic, the provost and EVP is responsible for developing and implementing academic plans and policies, which will enable the university community to achieve the highest levels of academic excellence. The provost and EVP serves on the President's Cabinet and works collaboratively with the leaders of other university divisions to promote academic excellence, execute the university strategic plan, and determine where resources should be strategically allocated and invested. The college deans, Academic Affairs' division leadership, the vice president for Research, Economic Development, and Graduate Education (R-EDGE), the vice president for Strategic Enrollment Management (SEM) report to the provost and EVP. The vice president for University Personnel and the associate vice provost for Academic Personnel have a dotted line report to the provost and EVP. The provost and EVP also represents the campus within the CSU and to external constituencies as designated by the president. The Office of the Provost staff supports the vision of the provost and EVP, the university, and the Learn by Doing experience.

Under the general direction of the Special Advisor to the Provost and with a dotted line report to the Associate Vice President for Human Resources, the Assistant Director of Personnel is responsible for the strategic management and oversight of all personnel functions for the Office of the Provost and Academic Affairs divisional (non-college) units. The position provides personnel policy analysis and strategic consultations and serves as the Human Resources Business Partner (HRBP) for the Office of the Provost and Academic Affairs associated (non-college) divisional units, overseeing human resource functions such as labor and employee relations, performance management, strategy and process for talent acquisition and recruitment, employee onboarding, position classifications, personnel change actions, and professional development programs to support Academic Affairs' mission and organizational goals.

This position plays a vital role in partnering with college HRBPs, Academic Affairs divisional (non-college) unit administrators, and the Office of the Provost to develop personnel and organizational strategies, structure, policy, and programs that align with divisional and unit goals and further our commitment to recruit and retain a diverse and inclusive workforce. This position manages a broad range of complex, confidential and sensitive personnel matters and provides their expertise and recommendations to the Office of the Provost and Academic Affairs divisional (non-college) unit administrators.

## Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
<ol style="list-style-type: none"><li>1. Provide overall responsibility for the day-to-day management, organization, and direction of the staff and operations of Human Resources and Payroll areas for the Office of the Provost and Academic Affairs divisional (non-college) units.</li><li>2. Serve as a senior resource and liaison in the Office of the Provost for application of CSU, university, and Cal Poly personnel policies and procedures, bargaining unit agreements and actions.</li><li>3. Partner with Cal Poly University Personnel and Cal Poly Corporation Human Resources (HR) on a broad range of complex, confidential, and sensitive personnel matters, including recruitments, salary increases, information requests, and employee and labor relations; serve as advisor and resource person for the Office of the Provost and associated divisional units.</li><li>4. Coordinate timely implementation of University Personnel and Cal Poly Corporation HR policies and processes at the divisional level of Academic Affairs. Participate in and provide strategic insight for workforce planning with a thorough understanding of the Office of the Provost and associated divisional units' structure and needs.</li><li>5. Act as a senior representative to the central office of University Personnel and direct all delegated activities related to talent acquisition, employee relations, staff evaluations, compensation strategy, position development, organization planning, benefits and leave program administration.</li><li>6. Assess HR and labor related inquiries and initiatives directed to the Office of the Provost and associated divisional unit administrators, determine the proper course of action for such requests, and delegate to the appropriate individual for resolution. Participate in Labor Management Council meetings as needed.</li><li>7. Serve as an advisor and resource for the Office of the Provost and associated divisional units to provide reliable, relevant information that facilitates personnel decisions and resource planning, collaborating closely with the personnel and budget analysts to provide related information, data, and reports.</li><li>8. Work closely with University Personnel to oversee and provide guidance to managers, directors, or other leadership on highly sensitive employee and faculty labor relations, personnel management, performance evaluations, and grievances. Provide training and support as needed.</li><li>9. Track and ensure all performance evaluations are completed on time and consistent with bargaining unit requirements.</li><li>10. Advise Office of the Provost and associated divisional unit administrators on resolving complex personnel matters and interpersonal conflicts.</li><li>11. Work with or under the advisement of University Personnel to review allegations of workplace misconduct, conduct investigations as necessary, and issue corrective action if appropriate.</li><li>12. Work with University Personnel to maintain complete and accurate employee personnel files in compliance with the law and collective bargaining agreements.</li><li>13. Strategically manage and advise the Office of the Provost and associated divisional units on talent acquisition, talent management and recruitment processes in accordance with applicable policies. Develop, evaluate, and review position descriptions, requisitions, compensation, and other related items to ensure successful recruitments.</li><li>14. Work with the provost's senior leadership team to provide guidance on handling and supporting complex personnel and employee conflicts.</li></ol>		

15. Evaluate and recommend training and development programs to enhance staff performance and professional development. Work with the provost's senior leadership team and campus partners to create a staff development curriculum and conduct various trainings.
16. Work collaboratively with the provost's senior leadership team to discuss personnel management and programmatic opportunities and challenges and identify recommendations and solutions.
17. Establish and maintain collaborative working relationships with individuals across campus to support the work performed by the provost's senior leadership team, as well as facilitate advancement of key personnel and operational initiatives and projects.
18. Design and lead efforts dedicated to the effective onboarding and orientation of new employees. Perform data analysis and develop reports, dashboards, and business intelligence tools.
19. Ensure documentation of personnel actions, such as In Range Progressions and Classification Reviews, meet University Personnel guidelines and practices, and route paperwork for approvals.
20. Disseminate information (policies, procedures, executive orders, campus/department communication information) affecting employees and/or operations.

#### Related Job Functions

As Needed 10%

1. Serve on university committees and work with faculty, staff, and student groups as appropriate.
2. Perform other job-related duties and special projects as assigned.
3. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

### **Required Education, Experience, and Credentials**

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Education and Experience: Bachelor's Degree and five (5) years of progressively responsible human resources experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Licenses, Certificates, Credentials: N/A

### **Required Skills, Knowledge, and Abilities**

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1. Mastery of standard Human Resources principles, practices and techniques, including the areas of performance management, employee relations, employee and organizational development, talent acquisition, disability leaves and accommodation.
2. Demonstrated ability to effectively perform work of a highly sensitive and confidential nature which requires access to information which directly relates to collective bargaining negotiations or management strategies.
3. Demonstrated ability to negotiate challenging situations and conflicts. Demonstrated practical application of facilitation, advising, coaching, mediation, conflict resolution, and negotiation; ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
4. Demonstrated skill in modeling a culture of open and honest communication, respect, inclusion, integrity, balance, authenticity, high achievement, and professionalism.
5. Demonstrated experience working with and implementing diversity related policies, programs and initiatives; demonstrated skill in leading efforts to create a diverse, engaged and highly effective workforce.
6. Proven success in establishing and implementing objectives and plans to accomplish program and service goals. Understanding and practical application of program development, training, and coordination skills. Ability to research, plan, evaluate, and implement programs

- and services. Ability to develop, organize, coordinate, and assess comprehensive programmatic events, new employee onboarding programs, training sessions, and learning opportunities.
7. Strong analytical and research skills; demonstrated ability to interpret, communicate and consistently apply a wide variety of complex policies and procedures where specific guidelines may not exist and to develop well-reasoned conclusions and recommendations. Experience extracting, interpreting, compiling, and presenting qualitative and quantitative data for a variety of audiences, and effectively communicate results of analyses.
  8. Excellent customer service skills, including ability to represent the division in a professional and conscientious manner. Demonstrated ability to maintain high quality/standards of work, leadership, ethics, commitment, and professional responsibility and judgment.
  9. Excellent organizational and time management skills with the ability to set own priorities to coordinate and independently carry out multiple assignments with fluctuating and time-sensitive deadlines. Demonstrated skill coordinating several personnel functions and determining the relative importance of each.
  10. Proven leadership and management skills and experience working collaboratively in a team environment.
  11. Demonstrated ability to establish and maintain effective working relationships and communications within a diverse population, strong listening and interpretive skills, and the ability to deal positively with unexpected developments and diverse perspectives in and outside the University.
  12. Excellent written and verbal communication skills.
  13. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems, and Internet as well as online calendaring and email. Capacity to learn and adapt quickly to new technology, software, situations, methods and procedures; general interest in making full and efficient use of information technology and resources.
  14. Knowledge of workforce planning, project management, and change management principles. Experience using metrics to analyze, explain and persuade organizational change.
  15. Thorough knowledge of or ability to quickly learn CSU classification standards, collective bargaining contracts, and principles of labor relations. Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.

### **Preferred Skills and Experience**

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1. Master's Degree in Human Resource Management, Business, Public Administration, or a related field.
2. Professional certification in Human Resources (SHRM, HRCI, etc.) and/or workplace investigations.
3. Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
4. Knowledge of CSU policies, State statutes, and regulations.

### **Special Conditions**

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- Must be able to work extra hours, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- 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 Revised July 21, 2017 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- Full-time MPP employees are required to disclose outside employment at time of hire or within 30 days of taking additional outside employment subsequent to time of hire.

- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

**INCUMBENT:** I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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**SUPERVISOR:** I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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**HUMAN RESOURCES USE ONLY**

Employee ID#:	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number:	<input type="checkbox"/> Update Review for File	Classification Title: Administrator I
FTE:	<input type="checkbox"/> Classification Review	Class Code/Range: 3318/1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: MPP
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: H 01 5
<input type="checkbox"/> COI Position		Classifier Initials: HR
Recruitment Number:		Date: 9/6/23