



Position brief for the position of
Assistant Vice Chancellor, Chief Human Resources Officer
University of Colorado Colorado Springs

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Contents

Opportunity Overview	3
About University of Colorado Colorado Springs	4
The Position	6
The Candidate	8
How to Apply	9

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Opportunity Overview

The Position

The Assistant Vice Chancellor, Chief Human Resources Officer (AVC, CHRO) is the personnel leader on campus reporting to the Vice Chancellor for Administration and Finance (CFO). The AVC, CHRO will strategically lead personnel planning and administration for staff and faculty on the campus, innovatively develop and manage his/her human resources team, and assertively act as the principal representative of the Chancellor to the CU system human resources office and committees. UCCS seeks a HR leader eager to have a campus wide span of influence, a seat at the table in the strategic direction of the campus, and leadership style accustomed to motivating a small team of HR professionals to achieve maximum results.

The AVC, CHRO is responsible for the overall management of the Department of Human Resources that includes HR services, compensation, compliance, training, recruiting, and affirmative action. S/he engages the campus academic and administrative leadership regarding human resources programs/issues and provides initial consultation to campus on HR services available through CU system Employee Services. This position also provides guidance and advice to the student employment department

Challenges and Opportunities for Leadership

The new AVC, CHRO will lead strategically and act tactically. S/he will be integrally involved with strategic planning in building functional infrastructure for the campus. To complement the Strategic Plan 2030, s/he will build a

comprehensive talent management plan engaging with the entire campus around people needs, growth, what the growth in talent means, and how to get there.

S/he will also conduct an analysis of the campus HR function and how it serves the University and where it fits in the CU System HR. This will include assessing current performance management plans and tools, talent acquisition methodologies, talent management and succession planning initiatives, and developing state of the art HR at UCCS.

Continuing the positive impact and can-do reputation UCCS enjoys with CU System HR, s/he will be an active contributor to System HR and the Employee Services Team in helping formulate system-level policy and execute system level initiatives.



About University of Colorado Colorado Springs

UCCS is home to more than 12,400 driven students, more than 800 experienced faculty members, and more than 800 devoted staff members. On its awe-inspiring campus, UCCS focuses on providing an academically excellent environment at a value to students across the United States, and more than 80 nations. The experience students gain at UCCS provides an incredible service to the community of Colorado Springs and the greater southern Colorado region as a whole, with UCCS contributing about \$700 million each year in economic impact in El Paso County alone.

Mission

The Colorado Springs campus of the University of Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The Colorado Springs campus shall offer liberal arts and sciences, business, engineering, health sciences, and teacher preparation undergraduate degree programs, and a selected number of master's and doctoral degree programs.

Vision

UCCS, a premier comprehensive undergraduate and specialized graduate research university, provides students with academically rigorous and life-enriching experiences in a vibrant university community. UCCS advances knowledge, integrates student learning with the spirit of discovery, and broadens access to higher education for the benefit of southern Colorado, the state, nation, and world.

UCCS History

UCCS has a history as rich as the views its campus overlooks. As early as the 1920s, the University of Colorado offered courses at numerous Colorado Springs locations. However, when George J. Dwire sold the 80-acre Cragmor Sanitarium to the University of Colorado for \$1, the campus was born. From 1965 to 1972, the Colorado Springs Center operated as a division of the CU Boulder campus, however UCCS was

recognized as a distinct campus in 1974, along with two Denver campuses.

UCCS grew over the years, and in 1996 the first on-campus student housing opened. The next year, a community referendum merged the city-owned Beth-El College of Nursing and Health Sciences with the campus. During the 2010-2011 new branding campaign, "at" was removed from the official UCCS name (University of Colorado at Colorado Springs) to become University of Colorado Colorado Springs.

The initial university programs of engineering and business still serve as pillars of the university. Those programs are joined by a broad range of degree programs offered in the liberal arts and sciences, as well as professional programs in nursing, education, and public affairs, meet the needs of Colorado's second-largest metropolitan area and beyond. From its original 80 acres, UCCS has added 450 additional acres along Austin Bluffs Parkway and North Nevada Avenue. Development of the North Nevada Avenue corridor continues, with the recent construction of the Ent Center for the Arts.



The UCCS Core Values

Student Focus

UCCS never forgets that students are the reason for being. The University considers students and student outcomes in all its decisions. UCCS provides a supportive environment in order to create lasting and significant educational experiences for every student.

Integration

UCCS values the integration of teaching with research and creative work. Scholarship enriches teaching and teaching enriches scholarship. The University sees these activities as interdependent, allowing for synergies that benefit students, faculty and all members of the university community.

Innovation

Innovative and entrepreneurial spirit, the UCCS community members are creative problem solvers in the classroom, in research endeavors, and in campus operations. UCCS is a catalyst for economic, social, and cultural changes in communities it serves. The University provides opportunities for community members to develop the skills of innovation and creative expression.

Collaboration

Collaboration and teamwork are absolutely necessary for success in today's world. UCCS models collaboration in its research, teaching, and campus operations. UCCS actively seeks opportunities to collaborate, build partnerships, and engage with external organizations.

Inclusive Diversity

Inclusive diversity is foundational to the teaching and scholarship that prepares students, faculty, staff, and

community members for both local and global multicultural realities. UCCS provides an open, safe, and supportive campus environment based on mutual respect, engagement, and learning for everyone including those from the full spectrum of backgrounds, social identities, abilities, cultures, perspectives, and university roles.

Dynamic Responsible Growth

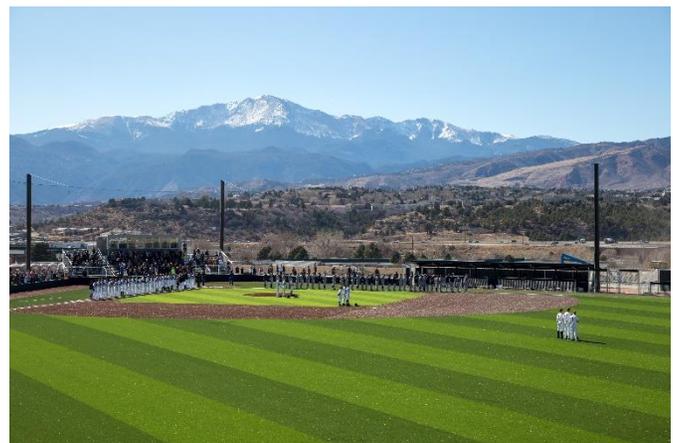
UCCS values dynamic growth while continuing to be financially responsible, academically sound, and environmentally sustainable. UCCS meets the future with energy, enthusiasm, and a commitment to retaining a close, interconnected campus community.

Integrity

Integrity and ethical behavior from each member of the campus community in all interactions are paramount. UCCS is an environment where people treat each other with respect and appreciate each other's contributions.

For more about UCCS, please visit:

<https://www.uccs.edu/ir/data/quick-facts>



The Position

Duties & Responsibilities

- Provide leadership in the development, implementation, and ongoing execution of sound human resources and management practices, policies, initiatives, and actions which minimize employment related risk to the institution and engage faculty and staff members in the successful advancement of the University's mission.
- Represent the campus to the state Department of Personnel and Administration (DPA) on issues of compensation, classification, selection, and employee relations. Provides campus perspective and preference on DPA initiatives, policies, and rules.
- Lead development and execution of policy and programmatic direction for the campus human resources functions and serving as campus human resources representative on various campus, university, and state committees or projects.
- Provide day-to-day Office of Human Resources operations management, including monitoring staffing patterns, workloads, initiatives, and office priorities.
- Advise and inform campus administration on anticipated or current personnel needs, and address issues due to programmatic or organizational changes, turnover, or reassignment of duties.
- Works closely with departments, colleges, and schools to resolve budget and personnel issues in accordance with Regent Law and policies.
- Provide expert guidance and interpretation of Human Resources compliance requirements, laws, regulations, and policies to HR staff, campus administration, supervisors, and employees. Provide subject matter expertise to campus concerning personnel diversity initiatives, affirmative action, and the ADA.
- Develop and maintain effective customer relationships, including solicitation and evaluation of input from faculty, students, and staff concerning the goals, programs, and activities of the campus Office of Human Resources.
- Provide supervision to all assigned personnel, including recruitment, selection, training, and performance management.
- Maintain effective relationships with other University programs, departments, governance groups, and affiliates (e.g., Legal Counsel, Institutional Equity and Inclusion, Academic Affairs, Deans' Offices, UCCS Staff Council, UCCS Faculty Council, Budget Office, and the Office of Sponsored Programs) to ensure appropriate coordination and support.
- In conjunction with the Budget and Institutional Research Offices, lead in the annual salary planning and analysis to include merit, equity, and retention determinations.
- Manage and enhance the performance management process for campus and facilitate campus learning and understanding of performance management best practices.



- Provide expertise in effective resolution of employee relations issues, particularly regarding performance problems, interpersonal conflict, and handling of employee grievances and disputes.
- Provide campus leadership related to personnel records retention and appropriate disposition.
- Overall responsibility for campus payroll function.
- Analyze need for, develop, and conduct training sessions on Human Resources issues.
- Perform other related duties as assigned or necessary to ensure the smooth operation of the Department of Human Resources.



The Candidate

Preferred Qualifications

- A master's degree from an accredited institution of higher education in human resources management, organizational management, public administration, business or related field.
- Experience working with federal or state personnel system.
- Experience in a senior management and leadership position in human resources in a higher education environment.

Minimum Qualifications

- A bachelor's degree from an accredited institution of higher education in human resources management, organizational management, public administration, business or related field.
- Ten years of progressive professional Human Resources experience.
- Five years of experience in a leadership and supervisory capacity.



How to Apply

For fullest consideration, applicant materials should be received by August 16th, 2019. In order to apply, please submit a comprehensive CV along with a cover letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include the names and addresses of three references. References will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is by email at: uccs_avcchro@odgersberndtson.com

Contact Details

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About Odgers Berndtson



Odgers Berndtson Executive Search is a leading global executive search firm, assisting private and public sector organizations find the highest caliber people for senior management appointments across North America and internationally.

Our reputation at the top of the executive search profession is over 50 years old. With offices in over 60 cities worldwide, our experienced executive search specialists operate with absolute discretion, integrity and care, and are expert in finding exceptional individuals for challenging roles.

WE ARE GLOBAL

We have the support of an excellent international network of offices on the ground.

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