



Announcement of Position Vacancy  
**DIRECTOR OF HUMAN RESOURCES**

**SUMMARY:** Reporting to the Vice President for Finance and Administration, the Human Resources Director coordinates and administers the human resource functions of Colorado Mesa University (CMU) with goals of assuring safety of the workforce and the development of a superior workforce that emphasizes quality, respect, inclusion, continuous improvement, and high performance. The director performs the duties of this position personally or through subordinates.

Some of the **essential duties and responsibilities include:**

- Functions as the chief Human Resource officer in the administration of personnel at CMU, guiding and managing the overall provision of human resources services, policies, and programs.
- Plans, organizes, staffs, budgets for, and supervises the Human Resources staff and programs.
- Serves as the Equal Opportunity Coordinator for the University. In cooperation with the appropriate Vice Presidents and the President, administers the University's affirmative action policies, professional staff policies, and the personnel policies of the CMU Board of Trustees. Oversees all searches for affirmative action/equal opportunity compliance, and trains and appoints Affirmative Action representatives for individual searches.
- Serves as the university's lead Title IX Coordinator with the responsibility of ensuring compliance with Title IX administrative requirements, drafting and revision of policies and procedures on sex discrimination, educating the university community, investigating complaints, ensuring that complaints are resolved promptly and appropriately, and creating a non-discriminatory environment on campus by working with other designated employees to coordinate compliance issues.
- Investigates allegations of discrimination, including sexual harassment, and allegations of employee misconduct and reports findings to the President for further action as appropriate.
- Facilitates the recruitment of faculty and staff.
- Develops and implements all aspects of the performance management plan for professional and classified personnel. This includes performance planning, performance review and performance evaluation, and the development of appropriate training and procedures to monitor compliance.
- Supervises and controls the maintenance, retention, and release of employment records for university employees. This includes application of the Open Records Act, maintenance of appropriate confidentiality, and compliance with statutory record keeping requirements.
- Develops detailed job descriptions for administrative staff. Prepares and supports the evaluation, analysis, and other documentation to administer an Administrative Professional Pay Plan.
- Supervises the administration of compensation for all professional staff and temporary classified and professional employees. Inclusive is the participation in compensation studies, analysis, recommendation, preparation, review, dissemination, and implementation for payment.
- Reviews and approves university personal services contracts to ensure compliance with state statutory and procedural guidelines.
- Supervises, manages and controls the allocation of positions within the classified personnel system. Administers and controls the selection, testing, hiring, orientation, discipline and termination of classified staff. This includes the recommendation of initial pay rates for new and promoted employees in accordance with the State of Colorado compensation plan; dissemination of personnel rules and procedures, processing and allocating classified positions; and administering promotions, transfers and reinstatements of classified staff.
- As delegated by the President, applies statutory guidelines and policies in reviewing and determining all exemptions from the state personnel system.
- Administers complete Worker's Compensation and Unemployment Insurance programs, including management of claims, appropriate cost containment processes, reporting of activity and compliance with applicable laws, administrative procedures and policies.
- Administers the Fair Labor Standards Act, application of the Family/Medical Leave Act, and serves as the University's ADA Coordinator.
- Prepares, develops, coordinates and presents training and staff development opportunities for supervisors and staff.
- Establishes and maintains harmonious working relationships with other departments and entities, both internal and external to the university to support and enhance the university's human resource function.

- Directly supervises the Compensation and Benefits Manager, Professional Staff Assistant, and two Human Resources Generalists.

**REQUIRED EDUCATION and/or EXPERIENCE:**

- An earned Bachelor's degree from an accredited four-year college or university (advanced degree or juris doctorate with employment law experience highly preferred)
- A demonstrated, comprehensive knowledge of the concepts, principles and practices of human resources administration, including, but not limited to, compensation and benefits, classification, performance appraisal, employee relations and all applicable human resource-related state and federal laws
- Responsible experience in human resources management
- Demonstrated leadership skills
- Experience using Microsoft Word, Excel and other software products.

**DESIRABLE SKILLS and EXPERIENCE:**

- Well-rounded understanding of higher education's HR issues
- Experience with State of Colorado Personnel Rules and Procedures
- Experience working in a higher education setting

Colorado Mesa University is particularly interested in candidates who have experience working with employees from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students and employees within higher education.

**TYPE OF APPOINTMENT:** Full-time administrative appointment

**SALARY:** Commensurate with education and experience. Excellent health and retirement benefits.

**APPLICATION DEADLINE:** Open until filled. To ensure consideration, complete applications must be received by November 2, 2015.

**APPLICATION:**

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- [Applicant Authorization to permit Search Committee members to review candidate transcript](#)
- [Applicant Authorization and Release to Conduct Reference and Background Check form](#)
- [Voluntary Affirmative Action form](#)

**Mail to:**

Director of Human Resources Search Committee  
Human Resources, LHH 237  
Colorado Mesa University  
1100 North Avenue  
Grand Junction, Colorado 81501-3122  
Phone: 970 248-1820

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*