

Assoc Vice President for Human Resources & Risk Management

Title Details

Title Information

Classification Associate Vice President for Human Resources and Risk Management

Grade NC

Working Title

FLSA Status Exempt

Position Class Code 1M130

Full Time Part Time Full Time

Educational and Experience Requirement Bachelor's Degree in Business, Industrial Hygiene, Safety or related field required. Masters degree preferred. Seven years experience in Human Resources Management, specifically in the areas of: Staffing, Wage & Salary Administration, Benefits, Employee Development, EEO/Affirmative Action, Employee Relations, Records, Environmental, Health, Safety, Risk Management, Chemistry, Insurance or business. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position Functional responsibility for administration of Human Resources, planning, assigning, and supervising the work of the Office of Environmental, Health, Safety and Risk Management. Serve as Emergency Operations Director. Responsible for defining the EEO/Affirmative Action program for the University. Oversee employee development and employee relations for non-faculty employees. Establish and maintain an effective safety program in the following areas: fire, life, chemical, biological, radiological, laboratory/general/shop, hazardous materials management, industrial hygiene, accident and injury prevention, environmental compliance, emergency response, risk management, and loss control. Ensure programs are in compliance with state and federal regulations.

Primary Responsibilities Responsible for but not limited to the following: Supervise the Human Resources Department; staffing, wage and salary, and benefits; EEO/Affirmative Action program; and employee development and employee relations. Duties involve recruiting, staffing, and compensation for non-faculty employees and benefits for all employees. Advise university administrative officers on personnel matters. Supervise and execute the University Emergency Operations Plan (EOP) and coordinate, direct, and implement the university Emergency Operations Center (EOC). Responsible for all phases of emergency management and coordination with local and state officials. Direct preparation and maintenance of the campus Business Continuity Plan (BCP). Assist departments in developing individual components of the BCP. Advise on risk identification, measurement, evaluation and risk transfer/control techniques. Minimize the risk of job

accidents, occupational injuries and illnesses, and the risk of state property losses by developing loss prevention and control programs. Establish procedures for conducting periodic risk management and fire, safety, and health inspections to detect potential hazards. Plan and direct University environmental, health, and safety programs. Serve as the University's primary interface with local, state, and federal regulatory agencies including, but not limited to the US Environmental Protection Agency (USEPA), the Texas Department of Health (TDH), the State Office of Risk Assessment (SORM), and all local governments. Provide safety, health, and property preservation training and education for managers, supervisors, and employees. Plan and direct programs for the control of health hazards and disease. Review safety procedures, rules, and regulations. Design, implement and coordinate fire safety and prevention programs. Establish and ensure compliance with procedures and standards consistent with state codes and industry standards. Design and implement programs consistent with Texas Workers' Compensation Insurance codes and Commission regulations. Process and monitor workers' compensation claims and supervisor's reports. Direct and ensure adequate claims investigation, reporting, and analysis to prevent recurrence. Review construction, renovation, and remodeling plans prior to and during to assure compliance with applicable safety regulations and building codes. Establish and maintain insurance coverage for vehicle, property, and other assets. Performs other related duties as assigned.

Other Specifications

State Agencies, Federal Agencies, and Systems Office. Other university departments, directors, staff, and various visitors of the university.

Supervision Given and Received

Receives minimum direction from the Vice President for Finance and Operations. Supervises Human Resources personnel and Safety and Risk Management personnel to include the Assistant Director of Environmental, Health, Safety, and Risk Management, and the Environmental, Health, and Safety Coordinator.

Hours per week**Work schedule****Pass Message****Fail Message**

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