

Cal Poly
Humboldt.

**Associate Vice President and
Chief Human Resources Officer**



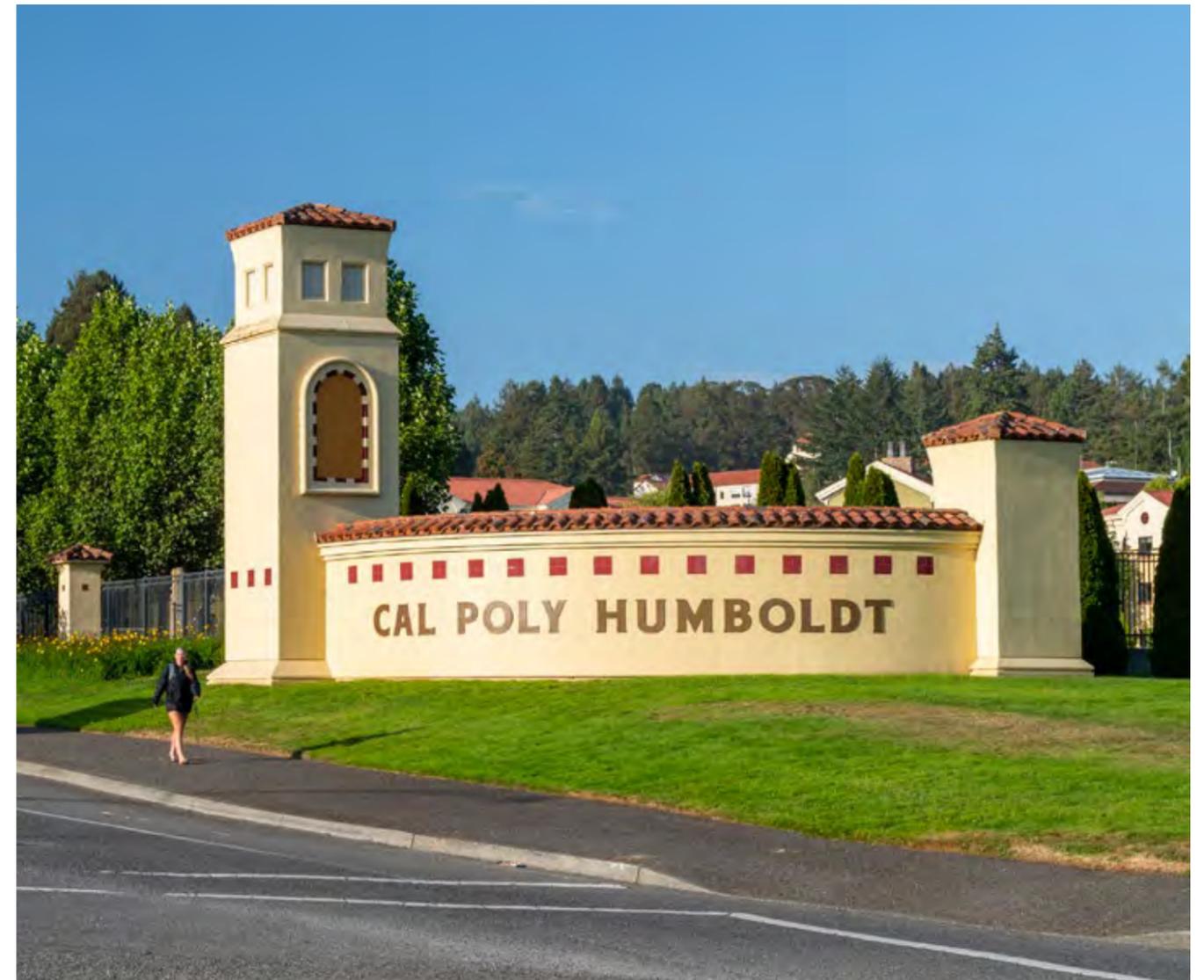


■ ABOUT CAL POLY HUMBOLDT

Cal Poly Humboldt (“Humboldt”), formerly Humboldt State University, is California’s third polytechnic and a minority-serving institution for Black, Indigenous, and people of color (BIPOC). It was recently announced that Humboldt will benefit from a historic \$458 million investment by the State of California. Humboldt currently offers 52 undergraduate and 12 graduate degrees in three Colleges: the College of Natural Resources & Sciences; the College of Arts, Humanities & Social Sciences; and the College of Professional Studies. Cal Poly Humboldt will add a total of 27 new academic and experiential programs by 2029, with 12 launching in 2023. Over the coming decade, Cal Poly Humboldt will evolve to offer a modern polytechnic education in Northern California.

Humboldt’s unique natural surroundings, from the Redwoods to the Pacific Ocean, serve as a living laboratory and a source of inspiration. Humboldt has a long-standing commitment to sustainability and social justice and has developed specialized programs related to climate resiliency, wildfire management, natural resources, renewable energy, traditional ecological knowledge, marine sciences, and more.

To learn more about Cal Poly Humboldt and its strategic plan, click [HERE](#).



Why Cal Poly Humboldt?

- » Be part of history within the first polytechnic of Northern California, addressing future workforce needs in STEM and closing equity gaps in higher education.
- » Help lead an organization whose guiding principles for Strategic Planning are: Students First; Inclusive Process; Aspirational and Future-Oriented, and Focused and Strategic.
- » Apply your skills in organizational development and build a growth culture while fostering an inclusive employee community.

■ ABOUT THE COMMUNITY

Nestled in Humboldt County across the northern stretch of Humboldt Bay, the City of Arcata boasts a rich history from the gold rush era. Arcata offers a balanced mix of outdoor adventure and boutique town amenities. Spend your weekends partaking in the local farmer's markets, exploring the delightful shops offering locally handcrafted merchandise, and relaxing at one of the many coffee houses and restaurants in the area. Enjoy live entertainment in a coastal town or on campus at Van Duzer Theatre (dance, music, and theater). Bike or hike the 2350-acre Arcata Community Forest and Redwood Park with majestic redwood trees located within city limits, or take a walk or surf on the miles of beaches and dunes leading to the mouth of the Mad River. Take weekend excursions to San Francisco, Napa, Sonoma, or the Oregon Coast. Get away from the big city hustle and bustle to experience a more rewarding lifestyle and make the City of Arcata your home.

■ ABOUT THE DEPARTMENT

The Cal Poly Humboldt human resources department offers a full range of HR and organization development support to approximately 3,525 workers, including 501(c)(3) auxiliary organizations. Collectively, HR supports student success and the campus community through core business functions and by fostering and developing strategic partnerships with stakeholders across campus.

■ ABOUT THE POSITION

The Associate Vice President and Chief Human Resources Officer (CHRO) develops and implements the university's human resources strategy in support of the university's strategic plan. The CHRO is a human resources partner and advisor to Cal Poly Humboldt's senior leaders on human resources matters. The CHRO leads the Office of Human Resources and provides strategic and day-to-day oversight of the university's HR functions.

Typical functions for this position include Human Resources strategy and service delivery model, performance management, labor relations, benefit management, and other duties falling under the scope of Human Resources.

Key partnerships include:

- » University change and transformation initiatives
- » Diversity, Equity, and Inclusion
- » Academic Personnel Services (faculty recruiting and labor relations)

The CHRO reports to the Vice President of Administration and Finance and serves as a member of the Administration and Finance Leadership Team. The CHRO also serves as a member of the President's Cabinet.

■ CORE VALUES AND BELIEFS

- » Connection to Place
- » Creativity
- » Decolonized Knowledge
- » Human Dignity
- » Free and Critical Inquiry
- » Shared Governance and Participatory Planning
- » Social Responsibility and Civic Engagement



REQUIRED QUALIFICATIONS

Education

- » Bachelor's degree from an accredited college or university

Experience

- » Ten (10) years of experience in:
 - Progressively responsible experience in management, and
 - Three (3) or more of the following HR functions: HR strategy, HR leadership, talent acquisition, classification and compensation, onboarding, engagement, performance management, succession planning, learning and development, organization development, HR technology change management, union and labor relations, and HR compliance
- » Scaling HR functions for evolution and growth
- » Organization development, planning, and change management
- » Verifiable reputation for a collaborative, people-centered work approach

PREFERRED QUALIFICATIONS

- » Advanced degree from an accredited college or university
- » Experience leading in a university system or subsidiary-type environment

IDEAL CANDIDATE

The ideal candidate will be a people-centered leader with a verifiable reputation for positive organizational and employee impact. The successful candidate is able to align cross-functional goals and objectives, build successful collaborations, and deliver on commitments.

Second, the ideal candidate will be a balanced strategic and hands-on tactical leader who can grow and evolve the Office of Human Resources to support the university's polytechnic vision. The successful candidate will be strong in organization development, planning, and change, able to anticipate and scale HR processes to meet growth demands while mentoring HR team members.

Notable competencies sought include:

Strategic: Ability to understand the transactional elements while elevating human resources to a strategic level in support of the transformation to a polytechnic university.

Leadership: Leads by example, demonstrates high ethical standards, remains visible and approachable, and interacts with others on a regular basis. Provides direction in alignment with the university vision.

Collaboration: Promotes a cooperative work environment that can distinguish between rules and guidelines, working to get to "yes" through co-created solutions.

Coaching: Creates an environment that actively promotes the growth and development of others.

Partnership: Successfully engages with all levels throughout the university. Creates and maintains positive and productive partnerships. Operates successfully in a highly unionized environment and creates shared wins.



TOTAL REWARDS

Starting Salary: \$155,000 – \$180,000 (depending on qualifications)

Health and Wellness:

- » Medical: employer contribution to CalPERS medical insurance with automatic enrollment into the Tax Advantage Premium Plan
- » Dental: Employer paid with the option of two plans through Delta Dental
- » Vision: Employer paid with automatic enrollment for the employee and dependents through VSP.

Retirement:

- » Participation in the CalPERS Retirement Plan
 - PEPPRA – 2% at 62
 - Classic (CalPERS member between January 15, 2011 – December 31, 2012) – 2% at 60
 - Classic (CalPERS member prior to January 15, 2011) – 2% at 55

Leave Programs:

- » Holidays: fourteen paid holidays each year, thirteen scheduled days, and one floating holiday.
- » Sick leave: eight hours of sick leave per month with no maximum accrual.
- » Vacation: begins with two vacation days (16 hours) per month up to a maximum of 384 hours.

Additional Benefits:

- » Fee Waiver Program: This benefit waives specific fees for up to two courses, or six units, whichever is greater, per term, transferable to an eligible dependent
- » Legal Plan
- » Onsite daycare
- » Flex cash of \$128 monthly upon waiver of medical coverage

For a complete list of benefits and more information, click [HERE](#).



■ APPLICATION AND RECRUITMENT SCHEDULE

The final filing date for this recruitment is **Tuesday, January 31, 2023**. To be considered, please submit a résumé, cover letter, and six work-related references (two each current or former supervisors, direct reports, and colleagues who will not be contacted in the early stages of the recruitment) to our website: <https://www.cpshr.us/recruitment/2120>

Resumes should reflect years and months of positions held, as well as the size of staff and budgets you have managed.

For additional information, please contact:



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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the Vice President for Administration and Finance & Chief Financial Officer, and Interim Associate Vice President, and Chief Human Resources Officer. Selected candidates will be invited to participate in preliminary remote interviews the week of February 10-17, 2023. Final candidates will be invited to participate in face-to-face panel interviews scheduled for the week of March 2-10. Extensive reference and background checks will be completed on the selected candidate. The target start date for the selected candidate is May 2023.