



**POSITION PROFILE
DIRECTOR OF HUMAN RESOURCES
YAVAPAI COLLEGE
PRESCOTT, ARIZONA**

ABOUT YAVAPAI COLLEGE www.yc.edu

Yavapai College, established in 1965, is a comprehensive community college primarily serving the 210,000 residents of Yavapai County, a service district larger than four States. The College offers a host of transfer and career-technical coursework, allowing students to earn 31 degrees and 51 certificates in a variety of programming areas. Unique destination programs include Aviation, Gunsmithing, Mining, Northern Arizona Regional (Police) Training Academy, and Viticulture & Enology. In addition to credit coursework, the college offers strong community education programming, featuring one of the larger Osher Lifelong Learning Institutes in the country.

The college has recently renewed its efforts to support economic development by forming and staffing a Regional Economic Development Center, which provides a variety of consulting services to townships and municipalities throughout the district. The college is also heavily engaged in providing cultural opportunities to its citizens through a variety of classes, children's programming, art gallery exhibits, libraries, and performing arts.

The college administration enjoys healthy relationships with both faculty and staff, in large part due to its continued commitment to shared governance. The faculty, staff and administration provide a positive learning environment that makes Yavapai County a great place to live, to work and to go to school.

ABOUT THE AREA

Founded in 1864 as the capital of then-territory Arizona, Prescott is 90 minutes north of Phoenix and is surrounded by the Prescott National Forest. In the heart of Yavapai County, this moderately sized mountain community rests approximately a mile above sea level, and enjoys a mild, four-season climate. The historic downtown shopping district of Prescott, the Red Rocks of Sedona, the Wine Trail of the Verde Valley, combined with sunny skies and mild temperatures, make Yavapai County a favorite destination for residents of Arizona and beyond. Surrounded with natural scenic beauty, outdoor activities such as hiking, biking and rock climbing are hugely popular. Dozens of miles of groomed trails and picturesque locales like Granite Mountain, Williamson Valley and Watson Lake afford stunning views year-round. The area offers something for everyone.

POSITION SUMMARY

A member of the President's Leadership Team, the Human Resources Director (HRD) is the Chief Human Resources Officer and reports to the Vice President of Finance & Administrative Services. The Human Resources Director is responsible for the administration and leadership of



POSITION PROFILE
DIRECTOR OF HUMAN RESOURCES
YAVAPAI COLLEGE
PRESCOTT, ARIZONA

a comprehensive Human Resource program for the College. The HRD manages a budget of \$650,000 and a department of five managers and specialists.

POSITION RESPONSIBILITIES

- **Employment** – responsible for recruiting, hiring, orienting and retaining qualified personnel.
- **Training and Development** – create opportunities to improve the knowledge and skills of all employees, as well as a method to track participation and effectiveness. Lead the implementation of a performance management system that includes performance development plans and employee development programs.
- **Compensation Programs** – develop and maintain a market-competitive compensation plan including salary & benefits. Knowledge of pay grades, salary surveys, benchmarking, job classifications, position descriptions.
- **Employee Relations** – design systems to assess culture, and improve organizational climate where needed. Develop high performance culture that emphasizes empowerment, quality, and productivity. Conduct investigations when complaints received.
- Serve as a resource for legal questions/concerns in the human resource area. Liaison with the College's employment law attorney and outside government agencies.
- Develop appropriate HR policies and procedures assuring compliance with related state and federal laws, while advancing the mission and goals of the organization.
- Responsible for long-range strategic human resource planning. Collaborate in the process of organizational planning that evaluates College structure, job design, and personnel forecasting. Evaluate plans and changes to plans. Make recommendations to committees and Vice President for Finance and Administration.
- Provide coaching and problem solving to employees regarding employment related issues.
- Collaborate with professional colleagues within and outside the of the College
- Administer the HR departmental budget and the benefits portion of the general administration budget.
- Participate as a member and/or leader of several committees including the HR Advisory Group and the Board of Directors of the Yavapai Combined Trust.



POSITION PROFILE
DIRECTOR OF HUMAN RESOURCES
YAVAPAI COLLEGE
PRESCOTT, ARIZONA

MINIMUM QUALIFICATIONS

- Bachelor's degree from a regionally accredited institution in Business, Human Resource Administration or related field
- Eight or more years of increasingly responsible experience in Human Resource Administration, a portion of which has been spent supervising others
- A related Master's degree may be substituted for 2 years of work experience

DESIRED QUALIFICATIONS OF THE SUCCESSFUL CANDIDATE

- Master's degree from a regionally accredited institution in a related field
- Human Resources leadership experience in higher education or a related service industry
- Senior Professional in Human Resources (SPHR) certification
- A solid manager of people and resources
- Highest level of interpersonal skills and proven ability to communicate effectively within a diverse and complex culture
- Proven conflict-negotiation skills
- Track record of handling confidential matters and difficult situations appropriately
- Previous experience with HRIS, preferably Banner
- Demonstrated experience in budget development, administration and control
- Previous experience with PCs and related software

CHALLENGES AND OPPORTUNITIES

- **Affordable Care Act** – Higher Education institutions continue to determine the impact the ACA will have on benefit plans and health insurance costs. As the ACA continues to provide clarity regarding compliance, HR must be abreast of any issues impacting the College population of faculty (especially adjunct faculty), staff and administrators.
- **Talent Development** – Growing this area of focus by identifying and offering professional training and development opportunities informed by best practices in employee development is a priority of the College's Leadership.
- **Hiring Processes** – Current processes are effective and may need to offer opportunities for more direct involvement of hiring supervisors to participate in aspects of hiring processes historically managed by HR.
- **Communication** – Human Resources is one of the main sources of information for candidates, new hires, and long-term employees. However, good judgment is needed to balance the need for transparency with the need for confidentiality, given the nature of information that flows through HR. Human Resources plays a key role in facilitating Internal Policy Review Committee initiatives.



**POSITION PROFILE
DIRECTOR OF HUMAN RESOURCES
YAVAPAI COLLEGE
PRESCOTT, ARIZONA**

HOW TO APPLY – THE APPLICATION DEADLINE IS DECEMBER 14, 2014

All confidential inquiries, nominations, referrals and applications should be directed to the search consultant:

Marti J. Cizek, President

Cizek Associates, Inc.

602-553-1066

chro@cizekassociates.com (emailed applications are strongly encouraged)

A complete application includes:

Letter of Interest showing alignment with the Position Profile (not to exceed 5 pages)

Resume (chronological preferred)

References (minimum of six professional references including direct email and telephone)