

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Associate Vice President for Human Resources and Risk Management

EEO CATEGORY: Administrative

JOB NUMBER: 9-1948

STATUS & GRADE: E-NC

DATE: 09/2010

DEPARTMENT: Human Resources, Risk Management

EDUCATION & EXPERIENCE REQUIREMENTS: Bachelor's Degree in Business, Industrial Hygiene, Safety or related field required. Masters degree preferred. Seven (7) 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. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

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.

SUPERVISION GIVEN & 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.

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.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN AAT WILL@ EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.