



PimaCommunityCollege

ANNOUNCES A NATIONAL SEARCH FOR THE

**Assistant Vice Chancellor
for Human Resources**



Pima Community College (PCC), one of the nation's largest multi-campus community colleges, seeks an innovative and collaborative human resources administrator to serve as **Assistant Vice Chancellor for Human Resources**. The College invites letters of application and nominations for this opportunity.

Leadership Opportunity

[Pima Community College](#) is a two-year college serving the greater Tucson, Arizona, metropolitan area at six locations throughout Pima County. Founded in 1966, PCC awards certificates and associate degrees in more than 150 transfer and occupational programs. The College also provides workforce development, career training programs, continuing education, and adult education.

Currently serving nearly 42,000 students annually, PCC is committed

to providing convenient, affordable, and accessible high-quality education that has the power to transform the lives of students and improve the community.

The College has been recognized nationally for its programs and student services. The institution is a two-time semi-finalist for the Aspen Institute College Excellence Program, which recognizes colleges that continue to focus on student success, student learning, certificate and degree completion, employment and earnings, and high levels of access

and success for minority and low-income students.

In 2020, the College earned a prestigious Bellwether Award for reinvention of its developmental program in mathematics. The College's Adult Basic Education for College & Career's IBEST initiative was one of only four programs in the U.S. to be recognized at the Advancing Innovation in Adult Education Showcase.

In 2018, PCC was one of eight colleges and universities nationwide selected by the Institute of International Education (IIE) to receive an IIE Andrew Heiskell Award for Innovation in International Education, which honors the most forward-thinking and successful models for internationalizing the campus, study abroad, and international partnerships.

The Position

The Department of Human Resources provides services to the employees and potential employees of the College. It operates as a strategic and agile partner to Pima's administration in working toward achieving the College's vision, mission, and goals.

The Department of Human Resources is a centralized service, physically located at the College's District



Mission Statement

Pima Community College is an open-admissions institution providing affordable, comprehensive educational opportunities that support student success and meet the diverse needs of its students and community.

College Vision

Pima Community College will be a premier community college committed to providing educational pathways that ensure student success and enhance the academic, economic, and cultural vitality of our students and diverse community.



Office, along with other centralized services. The College has more than 1,200 full-time employees, including instructional and educational support faculty, administrators, and staff, and 784 adjunct faculty and 841 temporary staff.

The **Assistant Vice Chancellor for Human Resources** serves as the Chief Human Resources Officer (CHRO) for the College. Responsible for setting the overall direction for the Human Resources Department, the Assistant Vice Chancellor for HR serves as a critical member of the College's Executive Leadership Team, sculpting the way the College competes, acquires talent, and emerges in the community..

Reporting to the Executive Vice Chancellor for Finance and Administration, this senior administrator leads HR planning; fosters innovation; prioritizes initiatives; and coordinates the evaluation, deployment, and management of HR resources, processes, and systems across the College.

Responsible for providing effective leadership and administration for day-to-day operation of the department, the Assistant Vice Chancellor for HR oversees three direct reports — two Directors, two Advanced Program Managers, and a Support

Coordinator. The Human Resources Office has an overall staff of 16 FTEs.

The staff includes:

- The Director of Talent Management, who also oversees Talent Acquisition, Employee Relations, Employee Records, and Communications functions
- The Director of Organizational Effectiveness and Development
- Six Senior Human Resources Consultants, who serve in an HR Generalist role, providing talent acquisition, employee relations, classification and compensation, and training services to their assigned administrator and client groups. The client groups are physically located at one or more of the College's campuses or sites.
- The Senior Human Resources Consultant of Organizational Effectiveness and Development
- The Advanced Program Manager for Organizational Effectiveness and Development
- The Advanced Program Manager for Human Resources Information Systems
- The Advanced Program Manager for Classification & Compensation
- Two Human Resources Specialists
- The Support Coordinator
- The Support Assistant

The Assistant Vice Chancellor for HR works closely with the College's Employee Service Center, which administers payroll, benefits, and employment processing.

Role and Responsibilities

- Provides strategic direction and oversees the management of talent acquisition, employee relations, organizational effectiveness and development, and classification and compensation functions, programs, and initiatives.
- Strives to make PCC a premier employer by redefining strategies to attract and retain key personnel.
- Collaborates with the Chancellor, the Executive Leadership Team, and constituents at all levels of the institution to translate the goals and initiatives of the College into human resources strategic and operational plans.
- Provides transformational leadership with a focus on building, motivating, and retaining a strong, results-oriented, and respected team within the Human Resources Department that is proactive, operationally exceptional, consistent, and viewed by the College to be collaborative, supportive, efficient, and innovative.
- Actively facilitates communications and meetings with faculty, staff, and administration to ensure participation and input into the College's HR initiatives and transformational change.
- Promotes an environment of continuous reimagining of human resources processes and workforce solutions.
- Develops and maintains College policies and procedures in accordance with all applicable federal, state, and local regulations governing employment.



- Advances organizational and service excellence to ensure delivery of high-quality services that contribute to employee productivity, driving tangible and measurable value across the College.
- Optimizes use of Human Resource Information Systems, including enhancements, technology innovations, streamlined processes, and digital transformation.
- Generates metrics and utilizes data to support informed decisions and policies, including workforce analytics.
- Creates staffing and succession plans in alignment with future workforce needs and College strategic planning.
- Develops human resources models to identify competency, knowledge, and talent gaps; designs programs to fill the identified gaps with reskilling and upskilling opportunities.
- Provides strategic leadership in the planning, development, and implementation of quality-based and innovative professional development programs, supporting and promoting diversity of employees.
- Works closely with the College's General Counsel to develop and enhance policies and evaluate potential risks for the College such

- as terminations of employment.
- Coordinates the Governing Board's Human Resources Advisory Committee.
- Performs related duties as assigned.

Job Qualifications and Skills

Candidate must have a bachelor's degree in Human Resources, Business Administration, or a closely related field from a regionally accredited college or university. Seven years of progressive human resources management and leadership experience in a complex environment with a demonstrated understanding of higher education and professional human resources certification from HRCI-SPHR and/or SHRM-SCP are also required. (If candidate does not have the certification, it must be obtained within the first year of employment.)

Strong preference will be given to candidates with a master's degree in Human Resources, Business Administration, or a closely related field from a regionally accredited college or university and 10 or more years of progressive human resources management and leadership experience in a complex environment with a demonstrated understanding of higher education.

Candidates who do not possess a master's degree will need to indicate interest in pursuing a master's degree from a regionally accredited college

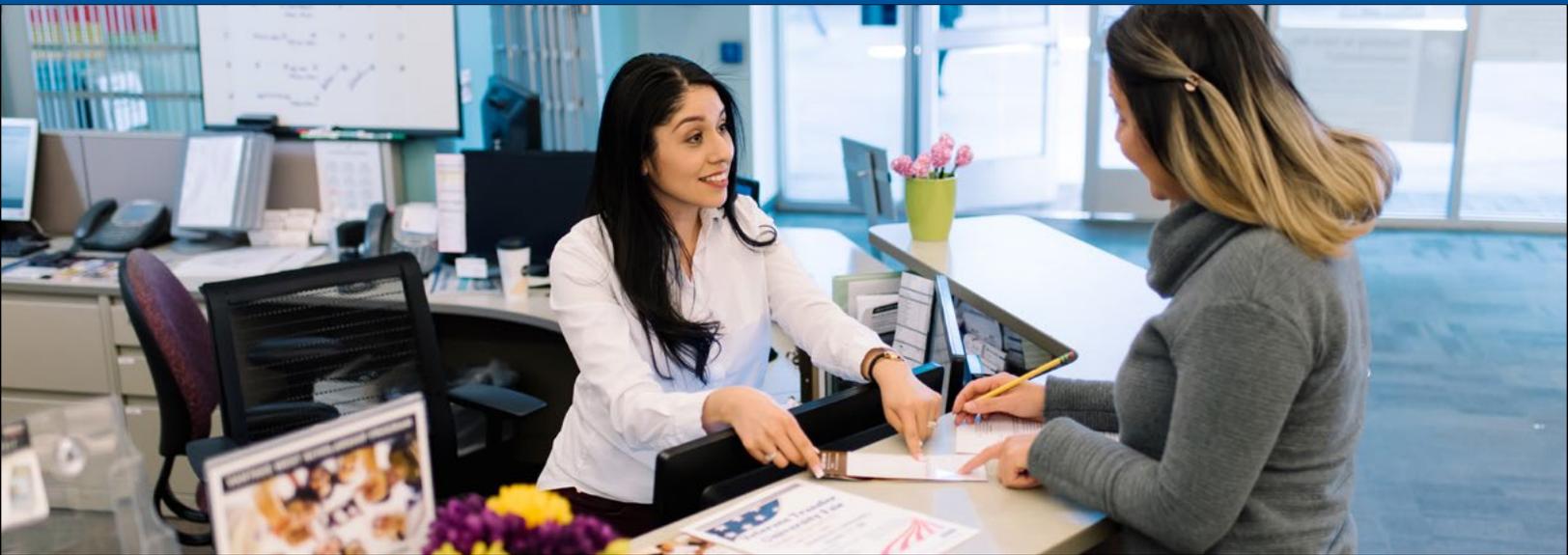
or university within an agreed upon timeframe with the College.

To be successful in this role, the Assistant Vice Chancellor for HR will be an experienced leader with a clear, focused commitment to future trends in human resources and higher education.

The successful candidate will have the following knowledge, skills, experience, and abilities:

- Demonstrates:
 - A mindset of continuous improvement, innovation, and enthusiasm;
 - A style that is genuine, open, and engaging;
 - Sound judgment in assessing where improvements are needed;
 - The ability to make appropriate connections and build synergies as a trusted partner;
 - An open and creative approach to problem-solving and a willingness to address issues.
- Possesses proven leadership experience in advancing human resources initiatives, programs, policies, practices, and processes





associated with meeting the strategic and operational people matters of the College.

- Thrives in leveraging technology to advance effectiveness, productivity, and the employee/candidate experience.
- Models a forward-thinking, strategic, collaborative, consultative, team-oriented, and agile leadership style to energize and empower others to influence positive change.
- Is able to collaborate and work effectively with leadership, governance, staff, and faculty groups across a wide range of academic and business operations.
- Possesses excellent oral and written communication and interpersonal skills together with excellent listening skills; the ability to seek out, understand, and enable diverse viewpoints and approaches to achieve College goals; respectful of diverse views and opinions.
- Exhibits confidence, motivation, self-direction, and resilience, and possesses the ability to work under pressure to successfully manage numerous projects, deadlines, and priorities.
- Has strong leadership skills with demonstrated competencies in complex decision-making; successfully developing and implementing short and long-term objectives; aligning resources with strategy; delegating effectively; managing effective work processes; and professionally developing human resources staff.
- Models ethical behavior by consistently conforming to the highest ethical standards and practices.
- Demonstrates success in managing organizational change with a proven track record of optimizing individual and team performance to produce strategic results.
- Demonstrates competence in interpreting and complying with federal, state, and local employment law.
- Demonstrates experience in planning and managing budgets.
- Has experience implementing classification and compensation programs, including developing job descriptions and creating transitional rollouts.
- Has demonstrated experience in systems implementation, such as Banner, ADP, PeopleAdmin, and/or HRIS systems.

Pima Community College

In 1966, the citizens of Pima County, Arizona, approved by a large margin the formation of a junior college district. As a result of this vote, Pima Community College was established.

Today, the College has multiple campuses — Desert Vista Campus, Downtown Campus, East Campus, Northwest Campus, and West Campus —and centers — Aviation Technology Center, Davis-Monthan Air Force Base, El Pueblo Liberty Learning Center, El Rio Learning Center, and PCC-29 Street Coalition Center.

Seventy-one percent of the students attend part-time, and 55 percent of the students are female. Attracting both recent high school graduates as well as working adults, the average age of students at PCC is 28.

The College is designated as a Hispanic-Serving Institution, with 45 percent of student enrollment being Hispanic/Latino. PCC is an active member of the Hispanic Association of Colleges and Universities (HACU), an association of more than 400 colleges and universities committed to Hispanic higher education success.

Pima has a commitment to diversity, equity, and inclusion, demonstrated

by recruiting, retaining, and developing students and employees regardless of ethnicity, religion, disability, political views, gender, gender identity, sexual orientation, social status, and other characteristics. The College's equity agenda is designed to give all students equal opportunities for academic success.

Pima is in rapid transition to a high-tech institution, serving the needs of the region's growing aerospace, defense, and healthcare industries. Developing Centers for Excellence in key areas, such as Applied Technology, Information Technology, and Health Professions, Pima is focused on strengthening partnerships and expanding employer engagement to ensure that today's students are prepared now and for many years to come.

PCC has 264 full-time instructional and educational support faculty, providing a 19-to-1 student-to-faculty ratio. The facilities offer state-of-the-art technology, equipment, and furnishings.

Providing traditional and online instruction, PCC offers a wide range of academic and training programs leading to Associate Degrees and certificates, among them are a wide-range of health sciences programs, automotive technology, business and industry technologies, IT and cybersecurity, arts and humanities, and hospitality/culinary arts.

Many students begin their studies at Pima and then transfer to a four-year college. Pima has transfer agreements with The University of Arizona, Arizona State University, Northern Arizona University, and other colleges and universities throughout the U.S.



Tucson, Arizona

Located in southern Arizona, Tucson attracts residents with its affordable cost of living, sunny climate, and strong higher education offerings. Ringed by mountain ranges that emphasize the great desert skies, the city has beautiful sunsets and a star-filled evening sky.

With more than a million people

residing in the Tucson metro area, the city is a multi-cultural center, with a unique blend of Western, Mexican, and Native American influences. Family friendly, the city has quality public and private PK-12 schools, including charter schools. In addition to PCC, Tucson is home to the University of Arizona, which enrolls more than 45,000 undergraduate and graduate students.

Applications & Nominations

Confidential inquiries are welcomed; nominations are invited.

1. **Application packet must include:**

- Cover letter, limited to two pages, that describes strengths, skills, and knowledge that will benefit this position
- Current resume
- At least five references with full contact and e-mail information (References will not be contacted without applicant's consent.)

2. **Submit application packet** to PimaCC-AVC-HR@myersmcrac.com (preferably as PDFs) by November 13, 2020, for best consideration. The position will remain open until filled.

Submit nominations to PimaCC-AVC-HR-nominate@myersmcrac.com with contact and e-mail information on the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Pima Community College with this search.



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Pima Community College is an equal employment opportunity/affirmative action employer committed to excellence through diversity. The College prohibits discrimination on the basis of race, color, religion, sex (including sexual harassment and sexual violence), national origin, age, disability, veteran status, sexual orientation, gender identity or any other protected status consistent with applicable federal and state law and College policy. The College encourages all interested individuals to apply.