AVP HR Division of Business Affairs Functional Chart

Associate Vice President for Human Resources **Rose Costello** Director of University Human Director of Health Director of Employee Relations and Director of Employee Benefits Director of Payroll **Enhancement Programs** Resource Services Affirmative Action Angie Gregory Shana Rogers Kate Stoss Rhonda Wilson Melissa Rubrecht JOB DESIGN & CLASSIFICATION **EMPLOYEE RELATIONS** PROCESS PAYROLL WELLBEING PROGRAMS BENEFITS ADMINISTRATION Employee Problem Resolution; Benefits Open Enrollment; Conflict Resolution; Supervisor Benefits Workshops COMPENSATION EMPLOYEE ASSISTANCE KRONOS MANAGEMENT Support **PROGRAM** & TRAINING LABOR RELATIONS RECRUITMENT RETIREMENT Performance Improvement Plans; Source & Recruit Talent; Develop QUICK CLINIC **AUDIT VERIFICATION** Progressive Discipline; Conflict Recruiting Plan; Job Posting TMS PAY CHARGES Mediation; Grievances; Contract Ad Placement; International SHORT/LONG TERM DISABILITY Recruiting/Processing/Hiring; Negotiation/Administration; Layoff/ TRAINING AND TAX AND PAYROLL Reduction in Force; Service DEVELOPMENT Reference/Background Check; DEDUCTIONS Criminal Activity Review; Salary Handbook; OSHA Compliance; Write **TUITION REMISSION** and Maintain Procedures Determination; HR-TMS PHYSICAL WELLNESS maintenance: Communication to WAGE GARNISHMENTS PROGRAMMING applicants AFFIRMATIVE ACTION PPACA ELIGIBILITY **EPAF** Present AA goals to guide recruitment CAREER COACHING SALARY PLANNER plan; Compile AA report; Inclusion/ PERFORMANCE MANAGEMENT Sensitivity and Search Committee **NEW HIRE BENEFITS** Performance Evaluations; Training; Oversee EO/AA reporting; **ORIENTATION** Recognition & Years of Service Responsible for compliance; Events; Mentoring; Staff Handbook Responsible for compliance with fed/ **COBRA ADMINISTRATION** state laws re: nondiscrimination/AA program: Maintain audit/reporting TRAINING AND DEVELOPMENT system to determine compliance to AA/EEOC; Audit and report on Create and Deliver Training; Assess workforce training needs: completed class/comp processes/ decisions Logistics for Training WORKERS COMPENSATION EXTENDED LEAVE OF ABSENCE Limited job protection status policy ADAAA/FMLA Administration: administration-service/staff; Return to Unemployment work policy administration-service/ staff ONBOARDING FT Offer Letters; New Hire UNEMPLOYMENT paperwork; New Employee Orientation; New Employee 90 Performance Evaluation EXIT INTERVIEWS/OFF BOARDING Exit Procedures Checklist DATA Workforce Data Analytics; SEPARATION PROCEDURES Obtain, input, store and report data for AA/EEOC SERVICE SALARY **DETERMINATION** PPACA policy administration Workforce Data Analytics; Affirmative Action Job Grouping

Maintenance