

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name Albert
Employee Last Name Gee
Employee UIN 602000313

Position Title

Classification title: Assistant Vice President for Human Resources
Title Code: 9188
Job Category: Staff
FLSA: Exempt
Minimum Salary (Applicant View):
Salary Range: Not Specified

Minimum Education Requirements:

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) -
List name and level of certification
(s)/license(s):

Position Details

Date of Hire:

Job summary/basic function:

Proposed New Title:
Use only if '0000-Unclassified' was selected on previous page.

PIN #: 00028
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Staff

Pay rate:

College/Division or Department: Business Affairs

Location: Harrington Science Building, Suite 108

Primary Purpose of Position
 Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)
 The primary duties of the this position is to manage the day to day activities of the Human Resource department and provide support to VP for Business Affairs.

Minimum Education Requirements: Bachelor's Degree in Human Resource Administration or Management

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? Yes

If yes, please describe: Development and training related to acquiring knowledge of changing trends in all HR functions, Best Practices, compliance, internal controls

Minimum Experience, Knowledge, Skills & Abilities:
 Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Preferred Experience Requirements: Five(5) years experience in Human Resources Administration, prior experience at an institution of higher education

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Knowledge of HR operations, management and regulations

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):
 (Please list name and level of certification(s)/license(s).)

Department: Human Resources

Creator: Paula Sandles

Creator's Phone/Extension: 936-261-2152

Creator's PVAMU Email: pgsandles@pvamu.edu
 Supervisor's Name: Mary Lee Hodge
 Supervisor's Title: Vice President for Business Affairs
 Supervisor's Phone/Extension: 936-261-2150
 Supervisor's PVAMU Email: mlhodge@pvamu.edu

Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (Include all departmental HMs and contacts accessing this position) Hodge, Mary Lee Sandles, Paula

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total: **100**

5 Records

% of Time	Responsibility / Duty	Essential Function
40	Manage and plan the day to day activities of the Office of Human Resources and Student Employment sections.	Essential
30	Develop and maintain written departmental procedures, University administrative procedures and rules. Provide consultation, guidance and interpretation on HR and student employment matters to University faculty, staff and students.	Essential
10	Coordinate with TAMUS Office of General Counsel and Office of Equal Employment Opportunity on various personnel issues involving EEOC complaints and lawsuits.	Essential
10	Serves as Ex-Officio member of University selection committees. Represent the University on TAMUS Human Resources Council.	Essential
10	Other duties as assigned to include property inventory management (See VPBA Memo FY07-11) for further documentation.	Essential

Working/Env Conditions

Working Conditions:	Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
Briefly describe examples of the typical work environment:	Typical office environment
Typical Physical Demand:	Position requires light physical activity.
Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:	Regular normal physical activities
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	Mon - Fri, 8 am - 5 pm
Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (All positions may require some evening and weekend hours.)	Position may require work outside of normal working hours.
Do the duties described in this questionnaire generally require travel outside the area?	Yes
If yes, please explain the purpose and the frequency of the travel:	Travel to HR conferences, TAMU system meetings, seminars and training sessions.
List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:	PC - 6 to 7 hours per day Copier and Fax - 10 to 15 minutes per day
Competencies & Relationships	
Independent Judgment/Problem Solving:	Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.
Impact of Decisions: Inside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact within the department:	Changes in processes, implementation of new SAPS, rules, regulations, policies, complaints, appeals, personnel and other legal matters
Impact of Decisions: Outside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact outside the department:	Changes in processes, implementation of new SAPS, rules, regulations, policies, complaints, appeals, personnel and other legal matters
Impact of Decisions: Outside University	Considerable

For this position, briefly describe examples of your typical and key decisions that have impact outside the University:

Impact on outside customers

Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?

Director of more than one department

[Click Here](#) for definitions.

List number of students that directly report to this position: 0

List number of employees that directly report to this position: 5

List number of students that indirectly report to this position: 2

List number of employees that indirectly report to this position: 11

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

- Recruits, screens, and interviews candidates
- Approves candidates for hire
- Conducts training of others
- Conducts performance appraisals
- Recommends salary actions
- Recommends termination of employees
- Recommends candidates for hire
- Assigns tasks or responsibilities to others
- Monitors work performance
- Administers disciplinary action
- Approves salary actions
- Approves termination of employees

Personal/Organizational Contacts:

High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.

Other departments, other administrators, TAMUS

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships:

Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.

Work Complexity:

Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

To direct and manage the Human Resource and Student Employment sections.

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.

Size of budget- \$537,818; (110310-\$493,287; 210310-\$44,531) approving purchasing expenditures, personnel actions

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)?

Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees). Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Executive:

Administrative:

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject

to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Start Up

No Records Found

Budget Information

Dates of Employment - From:	07/01/2007
Dates of Employment - To:	08/31/2007
Ad Loc. Acct. No.:	110300
Funding Acct. Number(s):	110310
Funding Acct. Title(s):	Office of Human Resources
Employment Type:	Regular F/T
Project Number: (For grant funded positions only)	N/A
If Employment Type above is Grant-Funded, what is the duration in years of this position?	N/A
Number of hours worked per week:	40
Type of Position:	A&P
For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:	
For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:	
Percent Effort by Employee:	100
Budget Comments: (For Budget/OSP Office Only)	

Work Load

No Records Found

Approvals:

Date *Employee Signature*

***Human Resources
Department:***

Date *Human Resources Representative* *Title*