





# The California State University Vice Chancellor for Human Resources

Long Beach, California



# **Vice Chancellor for Human Resources**

The California State University Long Beach, California

The California State University (CSU) seeks a deeply seasoned, innovative, and collaborative human resources leader to serve as the system's next Vice Chancellor for Human Resources (VCHR). Reporting to the Chancellor of the CSU, the VCHR serves as the chief human resources officer for the CSU system and leads a team of seasoned HR professionals within the Chancellor's Office (CO) in addition to providing comprehensive operational leadership, strategy, compliance, oversight, and direction for the campus human resources teams at each of the system's 23 campuses. Serving as a strategic advisor to the Chancellor and the 25-member Board of Trustees on all personnel matters, the VCHR is a member of the Chancellor's Council and a key partner to campus presidents, faculty, staff, and other leaders throughout the System.

The ideal candidate for the VCHR position will be a highly experienced HR leader with broad expertise and knowledge across all facets of the HR enterprise, including labor and employee relations and civil rights. This is an extraordinary opportunity for a transformational HR leader with a business process improvement mindset who is inspired by the public mission and is eager to make an impact and contribute to helping a dynamic university system to fulfill its mission of providing exceptional education and serving the public good.

# **About The California State University**

Deeply committed to educational access and the transformative power of education, CSU is a national leader among higher education institutions providing access to underrepresented, first generation, returning adults, and international students and is proud that nearly all the universities have earned the designation as Minority-Serving Institutions by the U.S. Department of Education. Comprising 23 universities (pending a proposed integration of Cal Maritime with Cal Poly San Luis Obispo) and the Chancellors Office, headquartered in Long Beach, the California State University (CSU) is the largest, most diverse, four-year public university system in the United States and is among the most diverse student bodies in the country racially, academically, and economically. Enrolling approximately 460,000 students and employing more than 63,000 faculty and staff, the CSU is a major driver of economic opportunity and social mobility for students and of economic development for the state of California, and the nation more broadly. Focusing on the key workforce demands of today and the future, CSU offers more than 4,000 degree programs at one of the most affordable rates nationwide. CSU awarded more than 20,000 master's degrees in AY 22-23. Offering independent applied doctoral degrees in key high need areas, such as audiology, education, nursing practice, occupational therapy, physical therapy and public health, the CSU continues to evolve to meet the needs of the state and its students.

Founded in 1960 as part of the California Master Plan for Higher Education, the California State System's universities span the entire length of the state and provide opportunity for students from every corner of California and beyond. Ninety-four percent of CSU's students are from California, and most CSU graduates remain in California thereby contributing the state's



economic growth. CSU's commitment to educational access and inclusion for students is unmatched. With key student-focused support strategies such as <u>Graduation Initiative 2025</u> supporting the continued success of historically underrepresented students, significant focused efforts to reengage, reenroll, and support students in the wake of Covid 19, and ongoing support for student basic needs, CSU is committed to eliminating barriers to education and success, and promoting high retention and graduation rates. To learn more about the CSU, visit www.calstate.edu.

### The mission of The California State University is:

- ♦ To advance and extend knowledge, learning, and culture, especially throughout California.
- To provide opportunities for individuals to develop intellectually, personally, and professionally.
- To prepare significant numbers of educated, responsible people to contribute to California's schools, economy, culture, and future.
- To encourage and provide access to an excellent education to all who are prepared for and wish to participate in collegiate study.
- To offer undergraduate and graduate instruction leading to bachelor's and higher degrees in the liberal arts and sciences, the applied fields, and the professions, including the doctoral degree when authorized.
- To prepare students for international, multi-cultural society.
- To provide public services that enrich the university and its communities.





### **Governance of the CSU System**

### The Board of Trustees

The 25 voting members of the Board of Trustees are responsible for the oversight of the California State University. The Board adopts rules, regulations, and policies governing the California State University. The Board has authority over curricular development, use of property, development of facilities, and fiscal and human resources management. There are five ex officio members which include the Governor, Lieutenant Governor, Speaker of the Assembly, State Superintendent of Public Instruction, and the Chancellor. The Office of the Chancellor serves as the headquarters of the CSU system.

### Chancellor Mildred García

Dr. Mildred García began her tenure as the California State University's 11th chancellor on October 1, 2023. She is the first-ever Latina to lead the nation's largest and most diverse four-year public university system. The appointment marks a return to the CSU for Dr. García, who served as president of Cal State Fullerton from 2012 to 2018 and president of CSU Dominguez Hills from 2007 to 2012. Prior to her appointment as chancellor, Dr. García served as president of the American Association of State Colleges and Universities (AASCU) since 2018, where she was a strong and internationally renowned advocate for public higher education, working to influence federal policy and regulations on behalf of 350 member colleges and universities.

### **CSU Universities**

- CSU Bakersfield
- CSU Channel Islands
- Chico State
- CSU Dominguez Hills
- Cal State East Bay
- Fresno State
- Cal State Fullerton
- Cal Poly Humboldt

- Cal State Long Beach
- Cal State LA
- Cal Maritime
- CSU Monterey Bay
- <u>Cal State University</u> <u>Northridge</u>
- Cal Poly Pomona
- Sacramento State

- Cal State San Bernardino
- San Diego State
- San Francisco State
- San José State
- Cal Poly San Luis Obispo
- CSU San Marcos
- Sonoma State
- Stanislaus State

### **Faculty, Staff, and Student Employees**

CSU employs nearly 28,000 faculty (49% PT, 51% FT as of 2024) and more than 20,000 staff in addition to 4,778 management and executive level employees. Nearly 20,000 students are also employed throughout the CSU. Chancellor García and the CSU are deeply committed to equity and inclusion in all facets of employment and expect the workforce to represent the deeply diverse student body that they serve.

#### **CSU Human Resources**

CSU Human Resources espouses five core values that undergird their work:

- 1. Champion student success
- 2. Honor and welcome diversity
- 3. Compassion
- 4. Continuous improvement
- 5. Culture of collaboration





**HR Mission**: To support and collaborate with CSU campus partners to recruit, develop, and retain exceptional talent who are capable of, and committed to, advancing CSU's academic mission.

### Office of the Vice Chancellor for Human Resources

The Office of the Vice Chancellor establishes the strategic vision, plans, and communications for the division of Human Resources, as well as the operational and financial needs such as budget, employee and professional development and division-wide programs and initiatives. These efforts unify and focus priorities and passions across the division of Human Resources, while collaborating with campus partners to recruit, develop and retain exceptional talent who are capable and committed to advancing the CSU's academic mission. The Systemwide Human Resources' bold vision is to position the CSU as an employer of choice by cultivating an environment that empowers all—welcoming diverse perspectives and encouraging innovation to promote student success. The Office of Vice Chancellor for Human Resources (VCHR) is presently organized as follows:

### **Chancellor's Office Human Resources Team**

The Chancellor's Office Human Resources Team of 15 provides programs and services designed to empower and support all employees of the Chancellor's Office and to establish an environment that values excellence, diversity, innovation and teamwork. This unit supports talent acquisition, onboarding and retention, learning and organizational development, employee and



labor relations, EEO, workers compensation, conflict of interest, compensation and classification, payroll and benefits, leaves of absence, employment policies and employee programs.

### **Civil Rights Programming and Services**

The Chancellor's Office Civil Rights Programming and Services unit oversees and supports the work of the Title IX and other civil rights (Title VI/Discrimination, Harassment and Retaliation (DHR)) professionals throughout the California State University system. This systemwide team is responsible for developing and ensuring current, consistent interpretation and implementation of the Interim CSU Nondiscrimination Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation as well as guiding infrastructure and supporting CSU's culture of care and compliance. The team also oversees campus civil rights prevention and education programming and complaint investigation and resolution services at each of the 23 universities and the Chancellor's Office. In addition, the unit collects data and provides technical support and guidance related to Equal Employment Opportunity (EEO) activities. The Chancellor's Office appeals and whistleblower units are also housed in Civil Rights Programming and Services.

### Common Human Resources System (CHRS)

The CHRS team is responsible for developing and implementing a single Human Resources data management system (Peoplesoft) for all CSU universities. This large-scale project provides a unified approach that delivers consistent technology and business processes, standardized data definitions, and a robust reporting solution that will allow for timely analytic reporting capabilities across all campuses as well as centrally through the Chancellor's Office. The Chancellor's Office CHRS team supports the baseline technology, as well as project and change management, system and technical guidance to provide the tools, training and communications support to ensure a successful implementation to the entire CSU.

### **Human Resources Management (HRM)**

HRM is the largest unit within Systemwide Human Resources and oversees the areas of Systemwide Benefits, Classification and Compensation, Data Analytics and Reporting, Academic and Staff Human Resources, Payroll Operations and Data Systems, and Policy and Legislative Administration. HRM is responsible for developing and executing the overall benefits strategy for the CSU system, supporting systemwide Human Resources technology and labor initiatives; providing external and internal constituents with data collection and analysis; overseeing payroll/employment history administration; providing guidance on staff and academic employment and recruitment; developing and administering systemwide classification and compensation programs; overseeing executive compensation; systemwide employment policy and procedures. The unit also supports all CSU universities by providing functional HR-related training and resources; policy, guidance and technical tools; and consultative advice on functional matters related to Human Resources.

### **Systemwide Learning and Organizational Development**

The Systemwide Learning and Organizational Development (L & D) team provides a wide range of learning experiences and tools to support CSU employees in developing job-related knowledge





and skills, and opportunities for growth in areas such as talent and leadership development, technical training, and compliance topics. L & D also oversees the CSU studio productions team that collaborates with partners across the CSU to produce training delivery methods.

### **Labor and Employee Relations**

Systemwide Labor and Employee Relations (SWLR) is actively engaged in finding solutions to labor relations issues and promoting a productive relationship between the CSU and its faculty and staff. One of SWLR's main functions is to engage in negotiations with the unions and come to agreement on wages, hours and terms and conditions of employment. These agreements are memorialized in collective bargaining agreements (CBAs). SWLR also notices the unions on all matters within the scope of representation. Labor Relations Managers (LRMs) notice the unions on policies, actions and laws that pertain to or impact wages, hours and working conditions. Following a request to meet and confer, labor managers meet with the unions to discuss and resolve issues that arise from new/revised policies, actions or laws. SWLR handles Unfair Labor Practices filed against the CSU. LRMs represent campuses before the Public Employment Relations Board (PERB) in informal conferences, mediations and formal hearings. SWLR responds to and manages employee and union grievances. When grievances proceed to arbitration, SWLR represents the CSU in arbitrations. SWLR ensures systemwide compliance with HEERA, the Higher Education Relations Act. This includes ensuring timely responses to the unions' information requests. Finally, SWLR provides support to campuses with the implementation of collective bargaining provisions and provides training, tools and consultative advice to campuses on all functions related to collective bargaining and labor relations.





### **Collective Bargaining**

The Collective Bargaining team works to promote a positive and productive relationship between the CSU and the multiple bargaining units systemwide, including contract negotiations and agreements. They are responsible for the supervision and oversight of the collective bargaining function within Systemwide Human Resources, including the following: representing the Vice Chancellor for Human Resources, the Chancellor and the Board of Trustees in negotiations with recognized employee unions; supervision of the Meet and Confer process over implementing negotiable changes; supporting campuses in the implementation of provisions of collective bargaining agreements; providing briefings, trainings and presentations on collective bargaining issues to both internal and external stakeholders; and assisting Systemwide Labor and Employee Relations and campuses with contract interpretation, advocacy and dispute resolution.

The majority of CSU's workforce are represented by collective bargaining agreements, and CSU's student workforce has recently voted to join the California State University Employees Union (CSUEU). Bargaining Units represented at the CSU include:

- Union of American Physicians and Dentists (UAPD)
- California State University Employees Union (CSUEU)
- California Faculty Association (CFA)
- Academic Professionals of California (APC)
- Teamsters Local 2010
- Statewide University Police Association (SUPA)
- International Union of Operating Engineers (IUOE)
- Academic Student Employees (UAW)
- CSUEU English Language Program Instructors (Cal State LA)
- CSUEU English Language Program Instructors (CSU Monterey Bay)
- California State University Employees Union (CSUEU) Student Assistants (NEW)

# The Opportunity

The Vice Chancellor for Human Resources (VCHR) reports directly to the Chancellor and serves as a visionary, agile, knowledgeable and collaborative advisor, leader, and change agent for the systemwide human resources enterprise, inclusive of the 23 campuses and the Chancellor's Office, and a strategic advisor to the Chancellor and campus leadership on all matters related to employment within the CSU. The VCHR ensures division compliance with all federal, state, and system requirements, including Title IX and Civil Rights regulations, and ensures adherence to all collective barraging agreements. In support of System goals, the VCHR provides guidance and strategic direction regarding talent acquisition and workforce planning, retention, learning & organizational development, compensation and benefits, and employee relations and wellness. The VCHR also fosters collaboration, a focus on efficiency and related shared services, leading edge practices, consistency and equity, and staff morale, both in the central Chancellor's Office HR unit and across the 23 campuses. The VCHR oversees a team of roughly 110 within the Chancellor's Office HR unit.



In support of the Chancellor's bold vision for the future of work and CSU's status as an employer of choice in California, the Chancellor recently commissioned an external review examining all aspects of the HR function. The review was completed in mid-2024 and assessed HR's strategy, structure, services, processes, technologies, culture and all other critical elements of the unit. The review resulted in a set of recommendations that set the stage for an ambitious effort to reimagine the future role of the HR function. The recommendations establish a framework for engaging in a collaborative effort involving central and university-based leaders in designing an aspirational strategy for HR that ensures that the roles, responsibilities and services within the central HR and university-based units are clearly defined and organized to deliver best-in-class HR services. In partnership with the Chancellor, the VCHR will lead and guide the development and design of the new HR model along with other key stakeholders and leaders.

Key Responsibilities and Accountabilities

### Ensuring Excellence in Human Resources Services

Provide leadership over the creation and implementation of the CSU's human resources strategy in establishing short- and long-term goals, objectives, policy and practice, and assessing and evaluating programmatic and operational effectiveness. The VCHR will lead change to implement current HR practices and achieve continuous business process improvements. The VCHR will infuse human resources analytics as one of the variables in management decision making.

### Providing Team Leadership and Modeling a Positive Culture

Lead and professionally develop a large human resources team across multiple work teams. Foster a culture of communication, collaboration, excellence in work product, and deep understanding of, and commitment to, the mission of Cal State and the vision of the Chancellor.

### Providing Expertise and Thoughtful Counsel

Provide thoughtful and timely counsel and to system and campus leadership on complex and sensitive matters related to the human resources functions, union negotiations and labor relations, and civil rights.

- ◆ Demonstrating Expertise in Change Management and Organizational Excellence Improve the efficiency and effectiveness of the HR structure and service delivery model. Manage and develop the leadership of the human resources enterprise to ensure effective, high-quality delivery of services and support from the Chancellor's Office HR team to the system campuses. Ensure clarity of roles and responsibilities, provide ongoing development, training and communication to ensure teams are equipped to provide quality services.
- Creating a Culture of Communication and Service to Community Ensure clear and consistent communication throughout the HR enterprise to foster awareness, collaboration, compliance, and engagement, as well as deep commitment to the missions of HR specifically and Cal State broadly.





# Promoting Leading-Edge and Data-Driven Talent Management Foster data driven, creative, and strategic talent acquisition and retention

Foster data driven, creative, and strategic talent acquisition and retention efforts throughout the system. Engage in productive and creative collaboration with academic and faculty affairs to attract, hire and retain top faculty.

### Advancing System Goals in Diversity, Equity, Inclusion, and Justice

Promote a culture of diversity and inclusion across the system and ensure that campuses actively engage in inclusive practices to ensure equal opportunity for current and prospective employees of the CSU.

### Creating a Culture of Learning and Growth

Ensure the provision of both required and optional learning and development opportunities and career trajectory support to foster growth and advancement opportunities for faculty and staff across the system.

### Demonstrating Excellence in Labor and Employee Relations

In concert with key colleagues both within and external to HR, ensure ongoing ethical, collaborative, and productive engagement with all collective bargaining units.





The new VCHR will have the opportunity to address the following additional priorities:

### Best in Class Chancellor's Office Human Resources Organization

In concert with the HR leadership team, the VCHR will have the opportunity to assess the overall effectiveness of the central office to increase engagement and integration of teams and improve morale. Employing recommendations from the external review, they will evaluate policies and processes, and implement strategic initiatives and changes designed to streamline workflows and reduce time to completion, eliminate redundancies and minimize manual transactions, create efficiencies and escalate productivity while establishing, documenting, and communicating updated policies and systems. Central best practices, developed in conjunction with campus practitioners, will serve as models for system campuses.

### **Shared Services and Campus Efficiencies**

The CSU is fortunate to be composed of 23 campuses each with their own unique identity, size, culture, and attributes, which are ably served by talented local human resource teams best positioned to meet many of the needs of these campuses. However, the VCHR will have the opportunity to work with the HR leadership at each campus to explore operational efficiencies that could include centralized shared services for certain functions, and/or the development of consistent processes across the system that avoid duplication of effort and facilitate collaboration and shared resources without losing the unique identities and autonomy of each location.

### **Strategic Workforce Planning and Retention**

The VCHR will support the Chancellor's bold vision for the future of work and CSU's status as an employer of choice in California. As the post-pandemic workforce evolves, in a fiscally challenging environment, the VCHR will collaborate with key stakeholders to explore and implement best practices in data-driven workforce planning, talent acquisition, retention, learning and development, and compensation. Recognizing the changing needs of today's students and employees, the VCHR will guide and support campuses in ensuring that staffing structures and schedules meet the needs of each unique campus. Provide strategic direction over the CSU compensation, classification management and salary programs, ensuring regulatory compliance and competitive compensation recommendations to attract and retain talent across the system.

### **Ongoing Civil Rights Best Practices, Compliance, and Reporting**

The CSU has faced some reputational challenges in recent years due to a few high-profile personnel matters within the system. The System has undertaken broad and aggressive initiatives to rebuild systems and processes in keeping with national best practices and federal regulations. The VCHR will work collaboratively with the Associate Vice Chancellor for Civil Rights, system leadership, and campuses to ensure continued Civil Rights compliance, ongoing development of best practices, and consistency and accuracy of reporting requirements.

### **Technology Tools and Human Resources System Rollout and Leadership**

The VCHR will support the ongoing rollout of the core Common Human Resources System <u>CHRS</u>. The first two waves of universities are live with the core CHRS, including Channel Islands, Fullerton, Maritime and Stanislaus. The third wave is currently underway and includes Chico,



Sacramento and San Bernardino. The remaining campuses scheduled to go live in subsequent waves over the following few years. The VCHR will explore and leverage additional technology solutions to foster and increase collaboration and communication across the campuses, to reduce process redundancy, and to increase efficiencies within the division.

### **Candidate Profile**

The ideal candidate will bring a deep knowledge of, and extensive experience in, progressive human resources leadership, ideally in a complex or disbursed environment. The VCHR will have a record of encouraging innovation and transformation that improves and streamlines processes and brings creative solutions to the table. The VCHR will bring a track record of both care and compliance — being well-versed in core legal and regulatory issues, while being deeply connected to the human experience at the heart of this important work. The successful VCHR candidate will also have a record of successful and highly collaborative change management and systems thinking in addition to knowledge of technology system implementation and leading-edge tools and practices for best-in-class human resources enterprises. Due to the highly unionized environment of the CSU, the incoming VCHR will be well-versed in labor and employee relations and will be a highly collaborative, communicative, and accessible leader. The VCHR will work collaboratively with the General Counsel's Office.

Additionally, the ideal candidate will possess the following qualifications, experiences, and personal characteristics:

### **Education:**

- ♦ A master's degree in human resources management, business administration or a related discipline or an equivalent combination of education and experience.
- Additional professional certification in the field of human resources is preferred.

### **Experience:**

- At least ten years of human resources management and leadership in increasingly complex environments
- Significant experience across the full range of HR functions including talent acquisition, strategic workforce planning, learning and development, labor and employee relations, compensation and benefits, and HR systems
- Ability to develop and execute vision and strategy
- Experience working directly with labor unions
- A demonstrated record of employing data and analytics to inform strategies and resource needs
- A clear track record of mentoring and developing leadership talent and supporting staff growth
- Experience working with human resources information systems and related technology to promote efficiency
- Strong knowledge of civil rights and Title IX functions



- Experience with equal employment opportunity and affirmative action and a demonstrated commitment to equity and inclusion and related human resources practices
- Ability to delegate effectively and ensure accountability and excellent work product
- A deep commitment to shared governance
- Strong oral and written communication skills and an ability to effectively communicate with stakeholders at all levels

### **Personal Characteristics:**

- Demonstrated passion for educational opportunity access and the mission of the CSU
- Innovation and creativity and the ability to embrace and promote organizational change
- Excellent judgment, critical analysis, and strong problem-solving skills
- Trustworthy with a commitment to the highest ethical standards and unquestioned integrity
- Calm, confident, professional, and politically savvy
- Visible, accessible and approachable, and able to relate effectively with all levels of staff, faculty, management, and executives across the system
- Ability to collaborate and develop and maintain productive connections with colleagues internally and across the system.
- Deep and tangible commitment to diversity, equity, inclusion, and justice and the ability to support and work effectively within a highly diverse work environment and represent the interests of a diverse community of faculty, staff and students.

### Preferred:

- Experience working within a large public system of higher education.
- Knowledge of California labor laws and regulations.

# Long Beach, California

Known for its cultural vibrance and diverse arts scene, Long Beach, California, is a thriving coastal city with a beautiful marina, waterfront, and shoreline path that are extremely popular with beachgoers, walkers, and cyclists, and other outdoor enthusiasts who soak up the year-round beautiful weather. Situated in Southern California, Long Beach combines small-city, urban amenities with the charm of a beach town, very distinct from, but accessible to, the sprawling metropolis of Los Angeles. Festivals, cultural events, museums, and the historic Queen Mary, a floating hotel and museum, add to the mix of activities available to residents.

Economically, Long Beach is a major player in southern California and is home to one of the busiest ports in the country. The city also has a growing tech and startup scene, and a diverse array of educational institutions, independent businesses, and large industries including healthcare and biotechnology, aerospace and defense and others. This economic diversity helps sustain a vibrant community and contributes to Long Beach's popularity. For more information, visit <a href="https://www.visitlongbeach.com/">https://www.visitlongbeach.com/</a>.





# **Compensation & Benefits**

The compensation range for this position is \$327,000 - \$359,700 with a generous benefits package designed to support physical, mental, and financial wellness.

## **Contact**

Beth Schaefer and Laurie Casteen of Koya Partners/DSG, the executive search firm that specializes in mission-driven search, have been exclusively retained for this search. To express interest in this role please submit a compelling cover letter and resume by <u>filling out our Talent</u> Profile. All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email <a href="MonprofitSearchOps@divsearch.com">MonprofitSearchOps@divsearch.com</a>. If you are selected for an interview, you will receive additional information regarding how to request accommodation for the interview process.



### **Equal Opportunity at California State University**

The California State University (CSU) is committed to an inclusive and equitable community that values diversity and fosters mutual respect. We embrace our community differences in Age, Disability (physical and mental), Gender, Gender Identity (including Nonbinary or Transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Pregnancy or related conditions, Race or Ethnicity (including color, caste, or ancestry), Religion or Religious Creed, Sex (including Sex Stereotyping or Sex Characteristics), Sexual Orientation, and Veteran or Military Status. All Students and Employees have the right to participate fully in CSU programs, activities, admission, and employment free from Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation.

# **About Koya Partners I Diversified Search Group**

Koya Partners, a Diversified Search Group company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. Koya works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world.

Diversified Search Group is consistently recognized by Forbes on its top 10 list of "America's Best Executive Recruiting Firms" and is an industry leader in recruiting transformational leaders for a changing world. The firm is deliberately different in its approach, with best-in-class teams who have decades of experience in cultivating inclusive leaders, understanding the dimensions of diversity, and building equitable teams.

Learn more about Koya Partners | Diversified Search Group via the firm's website.



