



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

A N N O U N C E M E N T

January 31, 2022

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#039-22 CHIEF HUMAN RESOURCES OFFICER

Location:	Administration and Finance/Human Resources Office
University Information:	<p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hro (Under Links).</p>
General Description:	<p>The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.</p> <p>The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.</p> <p>The Chief Human Resources Officer (CHRO), under the general direction of the Vice President for Administration and Finance/Chief Business Officer, is responsible for leading and developing the University's Human Resources Office (HRO) and administering human resources (HR) matters related to faculty, staff, administrators, and students consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom. The CHRO supports the achievement of institutional purposes and educational objectives through the management of human resources and related programs in a manner that creates a high quality environment for student learning. HR policies and programs are integrated with academic goals and programs and support professional and personal development. HR dimensions include: compensation and benefits for medical/dental/life insurance, retirement, 403(b) and 457 plans, sabbatical and other forms of leave; approximately 900+ total employees paid \$31 million (M) including: academic personnel, classified staff and unclassified/non-classified staff. The CHRO directly manages a staff of 10 and administers a budget of over \$600,000.</p>
Character of Duties:	<p>Primary duties and responsibilities shall include, but not be limited to the following:</p> <ul style="list-style-type: none">• Manage the HRO, providing leadership in recruitment, development, advancement, empowerment and integration of the institution's human resources including administrators, faculty, and staff;• Apply HR policies and procedures and advise the Board, administrators, and employees regarding the interpretation of HR policy and procedures found in the Rules, Regulations, and Procedures Manual, the Personnel Rules and Regulations for Classified Employees, the Board-Faculty Union Agreement and the Guam Federation of Teachers agreements in compliance with federal and Guam regulations, including Title VII Civil Rights Act, Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Immigration Reform and Control Act (IRCA), Environmental Protection Agency (EPA), Age Discrimination in Employment Act (ADEA), Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Uniformed Services Employment and Reemployment Rights (USERRA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Department of Labor (DOL) wage and overtime regulations, Internal Revenue Service (IRS) code as mirrored on Guam, and others;• Administer policies, programs, activities, and functions related to recruiting and retention, examination and placement, test development, employee relations, HR information systems, insurance, compensation and benefits, position classification and wage, training and development, employee grievance procedures, appraisal and other related services;

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- Manage local, regional, national, and global recruitment efforts for faculty and academic administrators with particular focus on the academic search process and networks and the recruitment and remunerations trends in these specialized markets;
- Benchmark and recommend compensation policies for faculty and academic administrators to the Board;
- Manage HR information systems and reporting to support specialized academic and higher education requirements including annual preparation and assessment of data for accreditation (Western Association of School and colleges (WASC), others) and the Integrated Postsecondary Education Data System (IPEDS) report (US Department of Education);
- Develop, implement and assess short-term, intermediate-term and long-term budgets and HR plans that meet institutional and educational objectives in support of the mission and in collaboration with academic administrators;
- Manage HR systems, processes and support services for accreditation, compliance, best practice, and sufficiency of resources;
- Maintain and administer faculty and staff development activities designed to improve teaching, learning and institutional effectiveness and efficiency in consultation with administrators, staff, and faculty councils;
- Assess, benchmark and recommend compensation plans for academic and non-classified personnel;
- Regularly assess HR outcomes and provide reports to administrators and the Board;
- Administer the HRO budget to sufficiently and properly allocate resources to meet academic needs and accreditation standards;
- Chair the Employee Development Committee and serve on appropriate University committees such as Administrative Council;
- Represent and promote the University in the community and among HR professionals and associations;
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with University needs and policies; and
- Performs other related duties as assigned.

Qualifications:

Minimum:

- Bachelor's degree in business/public administration, HR management or related field from a US accredited college/university or foreign equivalent;
- Three (3) additional years of supervisory experience in HR; and
- Knowledge of legislation, principles, practices, and techniques of administering HR for higher education.

Preferred:

- Master's degree in business administration or human resources management;
- Experience in unionized or classified service environments;
- Experience in higher education and a working knowledge of higher education accreditation standards for HR; and
- A leader who excels in communication, teamwork, customer service and who can communicate and work effectively with the public, students, employees, and government officials at all levels.

Salary Level:

\$83,200 - \$124,800 per annum

Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

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Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Mr. Randall V. Wiegand, Search Committee Chair, wiegandr@triton.uog.edu or the Human Resources Office at , telephone number, (671) 735-2350 or fax number at (671) 734-6005.

Police and Court Clearance: Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

Application Deadline:

Application will be received no later than February 25, 2022 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at <http://www.postguam.com>.

Work Eligibility:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the University of Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

COVID-19 Vaccination Requirement:

All University of Guam employees are required to present evidence of having been fully vaccinated against COVID-19 or obtain an approved accommodation. For more information, please contact the University of Guam Human Resources Office at 671-735-2350, or visit <https://www.uog.edu/covid-19>.



RANDALL V. WIEGAND
Vice President, Administration and
Finance/Chief Business Officer