



Position Profile

Director of Human Resources

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In partnership with Summit Search Solutions, Inc.

ABOUT THE INSTITUTION

Southern California University of Health Sciences (SCU) is a regionally accredited, nonprofit institution specializing in health care education. SCU is dedicated to its core values of grit, transparency, a sense of humor, and shared respect for a diversity of ideas, beliefs, and cultures.

The Southern California University of Health Sciences (SCU) was founded in 1911 as the Los Angeles School of Chiropractic. SCU has added multiple programs over the years and is today a comprehensive health sciences university offering certificate, baccalaureate, and graduate-level education to students interested in pursuing a career in the health professions. SCU is a leader in educating students to be competent and caring integrative healthcare practitioners. SCU has a history of providing the highest levels of patient care and has gained a reputation for excellence in an evidence-informed curriculum. The University holds institutional accreditation with the Western Association of Schools and Colleges (WASC) as well as several programmatic accreditations. For more information:

<https://www.scuhs.edu/>



SCU's mission is to educate students as competent, caring, and successful integrative healthcare practitioners. Faculty, staff, and students enjoy a collaborative and engaged community that includes an active student association, staff senate, and faculty senate.

The University is proud of the SCU Health Center, a unique educational health and wellness facility residing in the heart of Whittier, California. The Center has been educating practitioners for 100 years. Skilled and qualified students provide care under the close guidance of expert, licensed SCU Health System practitioners. The SCU Health Center provides chiropractic, acupuncture, Ayurveda, and urgent care services to address a variety of ailments and medical conditions. Each patient, based on their needs and condition, receives a customized plan that is right for their health and lifestyle.

The University is committed to providing excellence in academics, service, scholarship, and leadership through its four colleges:

- **Los Angeles College of Chiropractic**
 - Doctor of Chiropractic
 - Sports Medicine Residency
 - Diagnostic Imaging Residency
 - Veteran Affairs Residency
- **College of Eastern Medicine**
 - Doctor of Acupuncture & Chinese Medicine
 - Master of Acupuncture & Oriental Medicine
- **College of Science and Integrated Health**
 - Master of Science: Physician Assistant Program
- **School of Professional Studies**
 - Accelerated Science Courses
 - BS in Biological Sciences
 - Ayurveda Certificate Program
 - Clinical Internship for Ayurveda Practitioners

QUICK FACTS

Serving over 1,200 students
13:1 Student to Faculty Ratio
6 Continents represented by SCU Alumni
30+ Student Groups and Associations
20 Average Class Size
35,000 Annual patient visits to the SCU Health System allowing students real world experience
12 Affiliated Health Centers
25 Acre Campus

[The Refreshed Institutional Plan to 2023](#) provides a sustainable plan for the success and growth of Southern California University of Health Sciences.



THE OPPORTUNITY

Director of Human Resources

Reporting to the Vice President for Operations, and working closely with the President and Chief Executive Officer, the Director of Human Resources will play a key role in ensuring the highest quality of human resources programs and services for Southern California University; representing the Human Resources function throughout SCU and to its 260 employees; acting as a key member of SCU's leadership, alongside a team environment, with supportive colleagues in a strategic, forward-looking organization.

The Director of Human Resources manages the HR functions including recruitment and retention; employee relations; compensation; benefits administration; payroll; training and development; performance management; and development of policies, procedures, systems, and programs, ensuring that SCU complies with all federal, state, and local employment laws. The Director runs a *one-person HR shop* that relies heavily on an outsourcing partnership, ADP Total Source, that provides services to support several administrative functions. The Director is supported by a part-time associate that is dedicated to payroll. The Director will be charged with enhancing automation, enhancing performance improvement processes, and continuing to promote employee satisfaction and engagement.

Primary Responsibilities:

- Develops, interprets, and recommends goals and objectives, practices, procedures, and courses of action related to contract administration, grievance processing, and other key HR functions.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Provides oversight and manages worker's compensation, leave, and other benefits.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Collaborates with Vice President for Operations to respond to complex, escalated data processing, recruitment, classification and compensation, and information systems issues.
- Manages disciplinary matters; complaints, disputes, investigations, and performance management.
- Coordinates and oversees the process of requesting employee ADA accommodations.

- Serves as liaison to staff senate providing advisement on policy, procedures, and activities.
- Monitors and ensures organization compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and recommends policy and practice modifications, as needed, to maintain compliance.
- Completes timely and accurate filing of all personnel-related reports required by local, state, and federal agencies.
- Works closely with all segments of the campus community and develops collaborative relationships, both internally and externally, to effectively deliver human resource services to University staff.
- Facilitates and manages successful attainment of employee-related KPIs including engagement.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS).
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Maintains, communicates, and recommends faculty and staff pay ranges to the Cabinet.
- Creates, maintains, and oversees processes in support of efficient and culturally appropriate employee onboarding and offboarding.
- Responds to employee questions and concerns regarding benefit programs.
- Oversees employee open enrollment, ensuring employees get timely and accurate information.
- Works with the Office of the Provost to distribute, maintain, and update faculty Letters of Appointment and Employment Agreements.
- Coordinates and oversees the review and updating of the Employee Handbook on an annual basis and/or as needed.
- Oversees the employee-related sections of the website and mySCU to ensure HR-related information is correct, current, well organized, and functioning.
- Reviews and updates HR processes and forms; recommends improvements to process.
- Coordinates and oversees the selection and management of benefit and services providers including ADP.
- Serves on University committees and advisory groups.

Qualifications and Attributes:

- Master's Degree plus four or more years of related experience preferred (or) equivalent combination of education and experience.
- PHR/SPHR, SHRM-CP, and/or SHRM-SCP preferred.
- HR Generalist skillset preferred – preferably an individual who has been exposed to all aspects of HR for a small employer base (500 or fewer employees).
- Computer proficiency required. Knowledge of Human Resource Systems (ADP or other), Microsoft Office Suite, and payroll systems preferred.
- Supervisory experience preferred.
- Alignment with the mission and values of the University.
- A self-starter with the ability to multitask and follow-up.
- Excellent verbal and written communication skills.
- Experience in higher education or healthcare work environment preferred.

Expectations of SCU Employees:

The SCU President's Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a University, and values to which we aspire. This is in harmony with principles found in *The Advantage*, by Patrick Lencioni.

SCU Core Values:

- **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. SCU believes that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.
- **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual's passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual's path to accomplishment. At SCU, grit is "Sprinting the Marathon" - engaging in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.
See: http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html
- **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking one another lightly, while still taking their jobs seriously, mixing humor in an appropriate manner leads to improved workplace productivity and morale.



PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and are welcomed until the position is filled. Please submit your resume and letter of interest. To apply online go to <https://theapplicantmanager.com/jobs?pos=su221>

For nominations or further information:

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Southern California University of Health Sciences is an equal opportunity employer. Members of underrepresented groups are encouraged to apply.



[Summit Search Solutions, Inc.](http://www.summitsearchsolutions.com) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.



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WHITTIER and SOUTHERN CALIFORNIA

Whittier has a unique combination of community identity, spirit, and cooperation that have helped make it one of the most attractive and desirable residential and business locations in Southern California. Located in Los Angeles County, about 12 miles southeast of the City of Los Angeles, it boasts beautiful year-round weather with temperatures rarely reaching above 90 degrees or below 50 degrees.

Living in Whittier offers residents a small-town feel but with the benefits of a large metropolitan area with access to a vast array of cultural and recreational opportunities. In addition to all the attractions offered by the private sector, the County has several world-class facilities including the Music Center, Hollywood Bowl, Museum of Art, the Natural History Museum, the Ford Theatre, and Marina del Rey. The County manages 87 regional and local parks, 344 miles of horse and hiking trails, 19 golf courses, 31 public swimming pools, and 25 miles of beaches.

And there is no end to what Southern California (SoCal) offers in the way of world-renowned restaurants, gallery exhibits, theater, and just about every outdoor activity you can think of.

Southern Californians lead an outdoor lifestyle where family dinners can be served on the patio, an office worker can go for an outdoor run during his lunch hour and weekends can be spent bike riding, hiking, or taking the dogs for a long walk, followed by a stroll through the neighborhood farmers market. This is the life in SoCal year-round.

To learn more about *Whittier* and *Southern California*, visit:

Explore Whittier California: <https://www.explorewhittier.com/>

Whittier Chamber of Commerce: <https://www.whittierchamber.com/>

LA County: <https://www.lacounty.gov/>

Los Angeles Times Arts & Culture: https://www.latimes.com/entertainment/arts/?_lb=1

