MISSION
The Human Resources Department provides the Academic Health Center executives and leaders with qualified, innovative leadership and expertise in the acquisition, management and development of its faculty and employees. The department consists of professional staff who: provide cost-effective and efficient AHC-wide human resource programs and services that carry out Regents’ policies and priorities; assist departments in their operations and their ability to develop and maintain a high-quality workforce; develop and provide oversight on Human Resources processes and policies that support AHC goals and objectives; ensure fair and equitable opportunities and services for current and prospective employees. The Human Resources Department is committed to serving our primary customers: the executives, leaders and managers who are responsible for the management of AHC employees. We are also committed to promoting a positive work environment for all employees who contribute their expertise to meeting our customer and student needs. In partnering with managers, the Human Resources department will: Provide ethical advice and counsel; Understand collegiate unit and department strategic goals and needs; Clarify and articulate shared AHC goals and values, and; Develop programs and processes that are consistent with those strategies and values to help the Academic Health Center accomplish its’ goals.

VISION
AHC Human Resources will foster excellence through knowledgeable, ethical and innovative expertise in people systems.

VALUES
Innovation:
Continuously searching for innovative strategies to recruit, retain and develop excellent employees.

Service:
Exceeding client expectations.

Integrity:
Building a reputation of respect, honesty and fairness.

Diversity:
People valuing people; honoring differences and cultivating respect.

HR CONSULTANT STAFF:
Management resource for organizational development and design, training, compensation consultation including market pay levels, compensation trends and design of compensation programs, consulting on job design and restructuring, design and development of job descriptions, analysis and evaluation of position classifications, contract interpretation, policy and rule interpretation, problem-solving strategies, employee and labor relations, grievance resolution, and staffing strategies in collaboration with employment consulting staff.
EMPLOYMENT CONSULTING
Management resource for consultation on non-academic and academic staffing strategies, recruitment strategies, academic search guidelines, executive level search committee coordination, review of recruitment plans and academic hires, assist with classification determination and job description development, turnover studies and analysis, recruitment and advertising, development of relationships with community employment agencies, campus recruitment, screening, interviewing, employment testing, and reference checking. Maintenance of AHC job boards, review academic search plans and approve job requisitions.

ORGANIZATIONAL DEVELOPMENT AND TRAINING
Development and delivery of AHC-focused educational programs for faculty and academic leaders, including development and implementation of mentoring programs and orientation for department heads and other academic leaders. Development and delivery of supervisory and management training programs. Development of employee orientation program and employee handbook to ensure employees have quick assimilation into their job and into the AHC. Consults with clinical departments to develop competency definitions for various employee classifications. In conjunction with HR Consultants and departments, designs various performance management and feedback tools.

HUMAN RESOURCES INFORMATION SYSTEMS
Implements and coordinates HR Information Systems; facilitate report generation; develops job aids; and manages the interface of human resources with payroll and benefits. The team works with schools and colleges to implement standard reporting systems and develop new HR/Payroll/Benefits procedures with the advent of PeopleSoft. The team audits and enters completed documentation for new hires, terminations, promotions, etc. for those collegiate units and departmental units that are not currently piloting decentralized entry into PeopleSoft five AHC collegiate unit.

ADMINISTRATIVE SUPPORT SERVICES
Primary access point for customers in need of HR services, coordination of meetings, calendars, correspondence for Human Resources Department.