

POSITION X1624	HRO for UT Extension and Director, UT Extension Evaluation and Staff Development
LOCATION	Knoxville, Tennessee, University of Tennessee Extension - Institute of Agriculture
EFFECTIVE DATE	September 1, 2016. Screening of applicants' credentials will begin June 1, 2016 and will continue until the position is filled.

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance, State Employees Retirement; Workers' Compensation; study, sick and annual leave; numerous University of Tennessee and state benefit programs, including liberal time off for holidays.

JOB DESCRIPTION

The Director reports to the UT Extension Dean and to the UT Institute of Agriculture Chancellor. The position supports a workforce of about 800 UT Extension employees located at more than 100 offices across the state. The position includes statewide responsibilities within UT Extension and serves as a member of a leadership team with Institute-wide responsibilities as the UTIA Human Resource Officer (HRO). In total, there are about 2,000 employees in UTIA. This position will require frequent overnight travel.

RESPONSIBILITIES

HRO for UT Extension:

- Serves as Director for Extension Evaluation and Staff Development.
- Provides oversight of Federal Reporting and Plans of Work; Extension Reporting and Accountability Systems such as Annual Planning and Management Information Systems; and Statewide Personnel Training and Development, Professional Improvement Planning, and competency-based employment standards. Responsible for Departmental and Diversity budgets.
- Responsible for employment-related operations including recruitment, screening of applicants, employment process, payroll and related policy implementation, evaluation and staff development. Oversees hiring guidelines for UT Extension.
- Serve as a member of the UT Extension Administrative Team including Dean, Assistant/Associate Deans, Budget Director, and Director.
- Provides oversight of employment civil rights relative to federal guidelines, including policy and implementation of statewide programs with desktop and on-site audits. Also develops reporting procedures to ensure civil rights compliance and measure accomplishments of Extension educational programs. Conducts educational programs and diversity training.
- Serves as Equal Employment Opportunity (EEO) and Affirmative Action Officer. Works with EEO Counselors, Department Heads, Regional Directors, and employees in resolving and managing employment and employee - related issues. Represents Extension on committees with equity and diversity officers. Conducts training programs for staff at all levels related to civil rights law, policy and implementation. Conducts onsite reviews and audits of county civil rights compliance. Leads diversity efforts in hiring and in serving diverse audiences statewide.
- Organizes and conducts Extension New Employee Orientation twice annually.
- Provides oversight of Employee Performance Evaluation Systems, including training of Department Heads, Regional Staff, and County Directors in conducting effective performance appraisals. Develops reports and analysis of performance review scores.
- Responsible for the design and coordination of professional development programs and diversity training across the state.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/T/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

- Support state and county advisory committees.
- Responsible for UT Extension's compliance with minors on campus policies.
- Other duties as assigned.

HRO for the Institute of Agriculture:

- Communicates, coordinates, and shares responsibilities with HR professionals in all four units (College of Agricultural Sciences and Natural Resources, College of Veterinary Medicine, AgResearch, and UT Extension).
- Serves as primary point of contact with UT System Human Resources team.
- Works collaboratively with the UT System Human Resources team and Human Resource Officers of other UT Campuses and Institutes.
- Provides coordination of UTIA Minors on Campus policies and procedures.
- Serves as a team member to plan and conduct UTIA New Employee Orientation twice annually.
- Responsible for compliance and interpretation of HR policies.

QUALIFICATIONS

Education: Master's degree required; Doctoral or Terminal degree preferred.

Experience: Requires ten years of demonstrated progressive experience in Human Resources management including leadership responsibilities in a large, complex organization. Must have generalist HR experience, particularly in employee relations, training and workforce planning, compensation, and professional development. Must have demonstrated experience consulting and advising employees, supervisors, and leaders. Experience with Cooperative Extension preferred.

Desired skills include:

- Excellent written, oral, and technology-based communication skills.
- Statistical analysis skills to evaluate salary equity, organizational benchmarks, and regional or national comparative statistics.
- Strong background in employment, diversity, civil rights, and protection of minors, including knowledge of federal and state laws and best practices.
- Experience in delegating responsibilities to achieve positive outcomes.
- Excellent partnership skills and ability to lead a team, as evidenced by past successful efforts and initiatives.
- Knowledge of and commitment to affirmative action and equal employment opportunity.
- Able to effectively manage departmental budgets and accounts.
- Demonstrated leadership skills and abilities.

REQUIREMENTS FOR APPLYING:

- Apply online. [Apply for Extension Positions](#)
- Attach a complete application package consisting of a 1) letter of interest and 2) a resume or curriculum vitae.

Search Committee Chair: Dr. Shirley Hastings
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UT Extension provides a gateway to the University of Tennessee as the outreach unit of the Institute of Agriculture. With an office in every Tennessee county, UT Extension delivers educational programs and research-based information to citizens throughout the state. In cooperation with Tennessee State University, UT Extension works with farmers, families, youth and communities, to improve lives by addressing problems and issues at the local, state and national levels.

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