

# Office of Human Resources

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[HTTPS://WWW.UTRGV.EDU/HR](https://www.utrgv.edu/hr)



# Compensation Support

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Compensation provides the following services for staff and student positions:

- Administration of the UTRGV pay plan
- Provide compensation resources for University supervisors and managers to facilitate classification and compensation processes
  - This can be especially critical when writing grants that include student or staff positions
- Provide training and support on compensation, classification and regulatory compliance (FLSA) related topics

# Compensation Requests:

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- Job Description Questionnaire (JDQ):
  - Establish new job title and establish the salary range (based on market analysis and CUPA, AAMC and PayFactors databases)
  - Review / Revise an existing new job title and the salary range
  
- Job Audit Request (JAR): Reclassification or addition of a position
  
- Staff Equity Adjustment (SEA):
  - Equity / Market Misalignment
  - Significant Expansion of Responsibilities [not a reclassification]
  - Salary Counteroffer

# Compensation Resources:

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- Job Description Questionnaire (JDQ): Establish/ Review / Revise a new job title and the salary range
  - [Link](#) to the online process is located under HR forms section on the UTRGV website
  - Directions can be found in “[Job Description Questionnaire User Manual](#)” (same location)
- Job Audit Request (JAR): Reclassifying or adding a position
  - [Link](#) to the online process is located under HR forms section on the UTRGV website
- Staff Equity Adjustment (SEA): Requesting a salary adjustment / review for a staff member
  - [Link](#) to the online process is located under HR forms section on the UTRGV website

# Contact Information:

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Compensation [FAQ's](#)

# Talent Acquisition & Student Employment

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The Recruitment and Student Employment teams coordinate and advise on every aspect of the hiring process in close partnership with university hiring officials during the staff and student search, hiring and onboarding process.

- Identifies and attracts potential applicants via outreach, social media and networking events to meet the university's staffing needs.
- Conducts unbiased assessments of applicant skills to ensure a pool of high-quality candidates while complying with all applicable laws.
- Provides expert support with regulatory questions



# Strategic Talent Acquisition Support

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During the selection process critical information can be accessed through the [Manager Recruitment Resources site](#):

- Roles and Responsibilities of committee / hiring official
- Interviewing and Selection Process
- Hiring Consideration (Hiring preferences / [Immigration](#))
- Hiring Process / Onboarding
  - Successful onboarding: introduction to the university's culture, mission, priorities, and institutional values through New Employee Orientation

# Recruitment and Outreach

**Career Fairs:** While main focus is on staff, close cooperation occurs with Academic Affairs to also recruit faculty and lecturers at in-person fairs

- For Example: Texas Workforce Fairs

**Student Employment:**

- Advertising through V Link
- Recruitment strategies
- Assistance with job postings
- Professional development for student employees and student employee supervisors
- [Student Employee Supervisor Resources](#)

**UTRGV College of Education & P-16 Integration  
Available Faculty Positions**

**Department of Bilingual & Literacy Studies:**

- Lecturer - Reading/Literacy
- Lecturer - Bilingual/ESL
- Assistant Professor in Practice - Bilingual/ESL

**Department of Counseling:**

- Assistant Professor in Practice - Counseling

**Department of Human Development & School Services:**

- Assistant Professor in Practice - School Psychology


**Department of Organization and School Leadership:**

- Assistant Professor in Practice - Organization & School Leadership (2 vacancies)

**Department of Teaching & Learning:**

- Open Rank Professor - STER Education
- Assistant Professor in Practice (4 vacancies)
  - Curriculum Generalists in Language Arts, Social Studies, STEM and Secondary Education

To view detailed job announcements and apply online, please visit <https://careers.utrgv.edu>. For additional information on these available faculty positions and/or the UTRGV College of Education & P-16 Integration at [ce@utrgv.edu](mailto:ce@utrgv.edu).

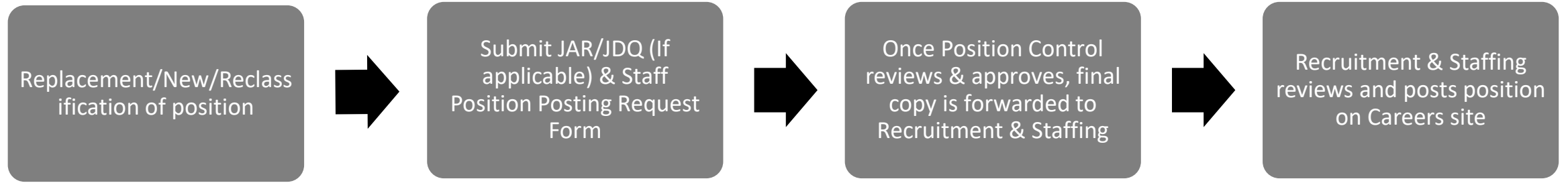
**UTRGV  
University Marketing & Communications (UMC)  
is HIRING!**

Workstudy Positions Available!  
Apply NOW through Handshake

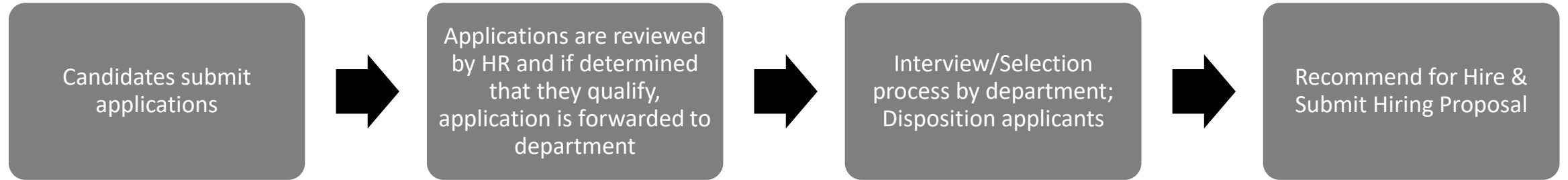
<b>Events Student Assistant</b> Job ID: 5826035	<b>Graphic Designer - Customer Service Aide</b> Job ID: 518806
<b>Graphic Designer Aide (UT Health/SOM)</b> Job ID: 5119425	<b>Marketing Student Assistant</b> Job ID: 5255168
<b>Multimedia Video Assistant</b> Job ID: 4995388	<b>Student Marketing Assistant</b> Job ID: 5554642



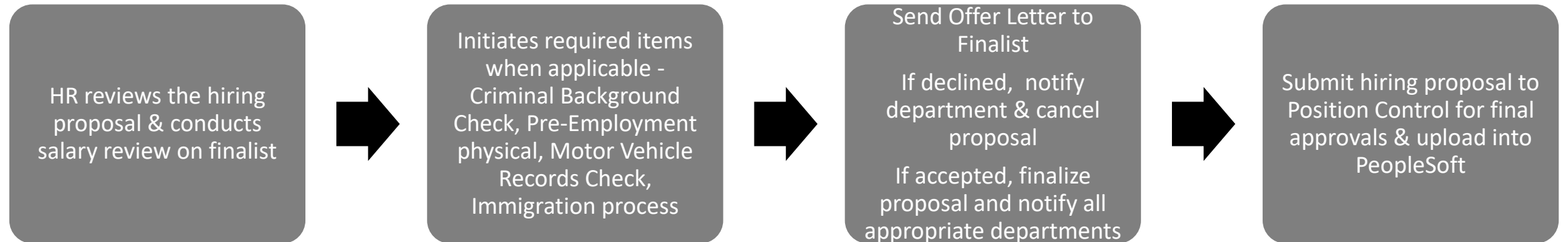
## POSTING PROCESS



## APPLICATION PROCESS



## HIRING PROPOSAL



# Talent Acquisition Resources

## ➤ Recruitment

- [UTRGV Hiring Proposal Guidelines - PeopleAdmin](#)
- [Staff Position Posting Request Form - DocuSign](#)
- [Staff Position Posting Request Form-Grant Funded - DocuSign](#)
- [Staff Position Posting Request Form-Multiple Cost Center Signatures](#)
- [Staff Position Posting Request Form Grant Funded-Multiple Cost Center Signatures](#)
- [Manager Recruitment Resources](#)

# Contact Information:

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# Employee Relations & Policy Administration

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# Employee Relations Solutions

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- To provide support and resources to employees
- Collaborative efforts with the Office of the Provost, Legal Affairs, Compliance, Institutional Audits
- ADA accommodations for faculty and staff
- Assist employees with the FMLA process and other leave concerns.
- Performance management, engaging with supervisors to provide guidance regarding difficult conversations and appropriate resolution.
- Interpretation and application of university policy to ensure compliance and risk management regarding employee relations.

# Employee Relations & Policy Administration

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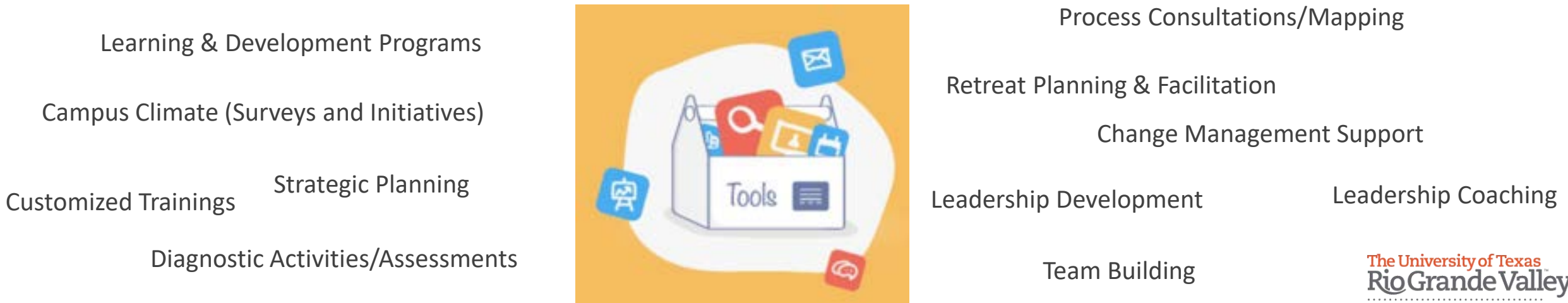
# Organizational Development & Training

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# What is OD&T and how can we assist?

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- Comprehensive consultation along with customized interventions, and results-based solutions.
- Developing and enhancing the structures, systems, processes, and people within the organization.





# Join us for Supervisor Excellence Series!

Register via the UTRGV training  
portal:

[www.utrgv.edu/training](http://www.utrgv.edu/training)

## SUPERVISOR EXCELLENCE SERIES

### SPRING 2024

This fully virtual series provides professional development opportunities designed for managers and supervisors including aspiring supervisors to enhance existing skills and to develop best practices to promote excellence, effectiveness, and efficiency. Presentation details and registration information are available online at [www.utrgv.edu/training](http://www.utrgv.edu/training). Registrants will receive an email with the Zoom link via an Outlook calendar invite for convenient access, from [EmployeeTraining@utrgv.edu](mailto:EmployeeTraining@utrgv.edu).  
As we prepare for new and exciting leadership development offerings for Fall 2024, this semester is the last time offering the series in this format, so REGISTER NOW at [www.utrgv.edu/training](http://www.utrgv.edu/training).

#### BRANDING UTRGV – IT'S EVERYONE'S JOB

**FEB 20**  
10:00 - 11:30 AM  
Presented by: University Marketing & Communications  
Are you using the correct UTRGV logo? What should you do if a reporter calls you out of the blue? Did you know the UTRGV brand is worth millions of dollars? University Marketing and Communications (UMC) will share how their office can help you with marketing and communication needs. They'll also review university policies that are in place to ensure you and your employees properly brand UTRGV.

#### COMPENSATION AND CLASSIFICATION PROCESSES

**FEB 22**  
2:00 - 3:30 PM  
Presented by: HR Compensation  
An overview of the classification process and programs that support UTRGV's effort to attract, engage, and recognize employees. This presentation will discuss regulatory and legal responsibilities, and job classification processes including position creations, job title additions, and reclassifications.

#### EMPLOYEE PERFORMANCE MANAGEMENT

**FEB 27**  
3:00 - 4:30 PM  
Presented by: HR Business Partners  
Supervisors play an integral role at UTRGV to develop our employees and help them succeed. Learn about performance management throughout the duration of an employment cycle, from onboarding to offboarding. This training will equip you to successfully manage performance issues at UTRGV.



#### EFFECTIVE EMPLOYEE ONBOARDING & TRANSFORMING THROUGH ENGAGEMENT: A CROSS-CUTTING PRIORITY

**FEB 29**  
2:00 - 4:00 PM  
Presented by: HR On-Boarding  
Community Engagement & Economic Development  
**Effective Employee On-Boarding** - This session offers a comprehensive overview of the UTRGV employee onboarding process, manager resources, and the essential components that strengthen workplace employee enthusiasm, professional development, productivity, and engagement.  
**Transforming Through Engagement: A Cross-Cutting Priority** - An overview of UTRGV's volunteer online platform "Engagement Zone" and how to promote teambuilding through service activities.



#### EMPLOYEE LEAVE & TIME MANAGEMENT

**MAR 5**  
3:00 - 4:30 PM  
Presented by: HR Business Partners  
This presentation is designed to provide you with important information on UTRGV policies and processes regarding leave entitlements, FMLA, and managing employee time. Time management includes topics such as overtime, time reporting, travel time, and break time. Learn UTRGV's interactive process between a supervisor and an employee to manage leave effectively.



#### AMERICANS WITH DISABILITIES ACT

**MAR 7**  
3:00 - 4:00 PM  
Presented by: HR Business Partners  
This presentation is designed to provide you with the latest information on the Americans with Disabilities Act (ADA). It will help you to become familiar with ADA requirements and to better understand the reasonable accommodation request process at UTRGV. It will help you better understand your supervisory obligations with regards to this process.

#### ETHICAL LEADERSHIP & TRUST


**MAR 19**  
9:00 - 10:30 AM  
Presented by: HR Organizational Development  
This session highlights the Supervisor's Role in demonstrating, encouraging, and supporting ethical behavior. Explore how leading with character and integrity builds trust, improves effectiveness and engages employees to achieve positive results.



#### ONE STOP PROCESSING, THE HR PORTAL

**MAR 21**  
10:00 - 11:30 AM  
Presented by: HR Salary Administration  
Position Control  
Continental Accounting  
Graduate Office  
HR Student Employment  
Manager and Supervisor essentials for efficient Human Resources new hire, change of job data, change of location and supervisor, change of funding, separation, key request, and tuition assistance processing. Gain insight of the different types of automated forms with up-to-date data from our HRMS system and how to submit requests via the portal. This presentation will highlight key essentials for successful management operations of milestones that arise throughout an employee's life cycle.

# Professional Development Resources

- [HR Professional Development Request](#)
  - Request a training for your team ([list of currently available trainings](#))
- [Supervisor Success Toolkit](#) (Onboarding, Managing Employees, Leadership Competency Model, Professional Development, Work Environment, Templates)
- [E-Learn](#) 
- [Training Portal](#)
- Other Initiatives
  - Vkind (join UTRGV\_Vkind on Teams)
  - MentoringU
  - Great College to Work for Program



# List of currently available trainings:

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Communication Awareness & Enhancing Work Dynamic (with DiSC assessment)  
E-Learn Employee Enrichment Percipio Overview\*  
Emotional Intelligence: Using Emotions to Strengthen Working Relationships\*  
Enhancing Team Dynamics (Team building)  
Collaborating Successfully in a Multi-Generational Workplace  
Mastering Time and Priorities (Time management)\*  
Navigating Through Change Effectively  
Professional/Business Communication Etiquette\*  
VAQUEROS Culture of Service Excellence\*  
ColorLingo: Strengthening Team Communication and Success (incorporating TrueColors assessment)  
Conversations that Count: Handling Difficult Discussions with Tact  
Being an Effective Team Member  
Leadership and Delegation (Brief - Focus on Student Leaders)  
Discovering Your Strengths (with incorporating VIA Character Strengths assessment)  
Building a Strengths-Based Team (Integrating Strengths Finder Assessment)  
OD&T: Overview, Mission and Services  
Exploring your Leadership Language (Focus on Student Leaders)  
Leading Effective Meetings  
Working Remotely - Reflect, Refresh & Refocus for Success  
Strategic Planning (incorporating SWOT and TOWS Analysis)  
STRENGTHENING VIRTUAL TEAM COMMUNICATION AND COLLABORATION  
Personal Accountability at Work

The Emotionally Effective Leader (with EQ-i assessment)  
Getting Things Done (Workload management)  
Leading Remote Teams  
Engaging Remote teams  
Successful Delegation  
Effective Decision Making  
Leadership Competency Model Overview\*  
Ethical Leadership & Trust  
Leading through Change  
Stages of Team Development  
Crucial Conversations  
Arbinger Institute Topics  
E-colors  
Leader Assimilation & Team Stages  
Leading Student Employees  
Executive Presence  
Situational Leadership

\*recurring  
Rest is upon request and  
seasonal

# Meet the Team

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