Position: HUMAN RESOURCES GENERALIST

DEPARTMENT: Human Resources
IMMEDIATE SUPERVISOR: Senior Human Resources Manager
POSTING DATE: October 30, 2017
CLOSING DATE: Posted Until Filled
SALARY: Low $70K to mid $80K, DOQ/E
EXEMPT STATUS: Exempt, Full-Time, Benefited

GENERAL NATURE OF POSITION:
As a member of the HR management team, the HR Generalist will partner and collaborate to provide a full range of HR support and assistance services to the Research Foundation, with a special focus on recruitment, compensation, employee relations and benefits administration. In general, the position actively assists with the Research Foundation’s overall Human Resources operations function.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Partners and collaborates with project directors with writing and finalizing job descriptions, as appropriate. Ensures proper postings on compliance sites; assists with hiring process; prepares offer letters; administers background checks for benefited new hires in compliance with federal and state laws in addition to Research Foundation policies.


3. Assists management with compensation related issues. Works with IT staff and HR team to ensure that HRIS system reflects updated changes to salary structures, EEO classification, and meets regulatory requirements. Participates and completes salary surveys.

4. Partners and collaborates with HR management and program directors regarding employee relations issues by performing intake and initial review of complaints. Prepares investigative reports, as assigned. Recommends resolution and assists in implementing corrective actions.

5. Administers and tracks Leaves of Absence requests in compliance with federal and state mandates, as well as Research Foundation Leave regulations and protocols. Designates leaves appropriately and provides formal notification and appropriate brochures to the requesting employee.

6. Actively manages the Research Foundation’s benefits programs while assuring compliance with federal and state laws and regulations.

7. Assists management in coordination of workflow within department, develop memos and other HR communication as directed by management.

8. Performs other duties/projects in all areas of HR as assigned.

INTERPERSONAL CONTACTS:
- Reports to the Senior Manager, Human Resources.
- Interacts with all levels of management, employees, and university staff and outside professionals.
- Represents the Research Foundation HR function at meetings and events, as appropriate.
QUALIFICATIONS:

Education and Experience

- Four year degree in related field is required.
- HR designation, such as CCP, PHR preferable.
- Minimum five years’ experience in several subfunctions of Human Resources, with focus on recruitment, compensation, and employee relations.
- Experience with an institution of Higher Education or not-for-profit organization highly preferred.
- Superion OneSolution experience preferred.

Knowledge, Skills and Abilities required

- Must have thorough knowledge of applicable State and Federal laws governing employment, working conditions and reporting requirements.
- Excellent communication skills, oral, written, and presentation.
- Demonstrated ability to establish and maintain effective and productive relationships across all levels of the organization and SJSU.
- Strong customer service orientation.
- Strong analytical skills, including solid mathematical ability.
- Demonstrated ability to apply sound judgement in making human resource decisions.
- Must be able to work without appreciable direct supervision on assigned projects/programs.
- Solid proficiency in Microsoft Office (Word; Excel; PP) and HRIS database systems.

Physical Requirements

- Must be technologically adept and able to operate a PC, including mouse and keyboard.
- Must be able to sit and/or stand for extended periods of time.
- Must be able to pull out heavy file drawers.
- Must have a valid California driver’s license and clean driving record.

Complexity of Duties

- Inaccurate decisions may have a critical effect on achievement of business objectives and may result in the Research Foundation being found out of compliance and/or incurring excessive costs.
- In the absence of HR management, will provide temporary department oversight, direction, or supervision.
- Must be able to act on and or know when to escalate critical issues in an independent manner.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. A background check, including Live Scan (fingerprinting) must be satisfactorily completed before any candidate can be offered this position with the Research Foundation. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

SUPERVISORY RESPONSIBILITIES: None, though may be asked to guide, direct, and oversee projects and personnel.

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application via email at foundation-jobs@sjsu.edu. An application and job description may be obtained from the Research Foundation web site at http://www.sjsu.edu/researchfoundation/open/index.html or by visiting the Research Foundation office. A formal application for employment will be required of all candidates who are selected for an interview. Please address your letter of interest and resume or application directly to:
The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

The San Jose State University Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

The Research Foundation has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf ). By policy, all Research Foundation employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015-08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf ).