SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

Position: HUMAN RESOURCES GENERALIST

DEPARTMENT: Human Resources

IMMEDIATE SUPERVISOR: Senior Human Resources Manager

POSTING DATE:

CLOSING DATE: Posted Until Filled

SALARY: $26 to $31 per hour, DOQ/E, 28 hours/week
Non-benefited position

EXEMPT STATUS: Non-Exempt

GENERAL NATURE OF POSITION:
The HR Generalist will assist HR management in providing a full range of HR assistance and support services to the Research Foundation, with focus on recruitment, leave administration, and employee relations. In general, the position assists with the Research Foundation’s overall Human Resources operations function.

This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1) Assists project directors with writing and finalizing job descriptions; ensures proper postings on compliance sites; assists with hiring process; prepares offer letters, and administers Background Checks process for benefited new hires.

2) Assists management with employee relations issues by performing intake and initial review of complaints.

3) Administers and tracks Leave of Absence requests according to 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 employees.

4) Assists in management of the Research Foundation’s benefits programs while assuring compliance with federal and state laws and regulations.

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

INTERPERSONAL CONTACTS:

- Reports to the Senior Manager, Human Resources.
- Works 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 desirable.
• Minimum three to five years’ experience in several functions of Human Resources, with focus on recruitment and employee relations.
• Experience with an institution of Higher Education or not-for-profit organization highly preferred.
• Sungard OneSolution experience preferred.

Knowledge, Skills and Abilities required
a) Must have thorough knowledge of applicable State and Federal laws governing employment, working conditions and reporting requirements.
b) Demonstrated highly effective interpersonal skills.
c) Solid oral, written, and presentation skills.
d) Strong customer service orientation.
e) Strong analytical skills, including solid mathematical ability.
f) Demonstrated ability to apply sound judgement in making human resource decisions.
g) Must be able to work without appreciable direct supervision on assigned projects/programs.
h) 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 drivers’ 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 incurring excessive costs.
• In the absence of HR management, will provide temporary department supervision/direction.
• Must be able to act on and or know when to escalate critical issues in an independent manner.

SUPERVISORY RESPONSIBILITIES: None, though may be asked to guide and/or direct projects.

APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information, including the job description, may be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html. You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation
Attn: HR/Job Code HR GEN
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California. 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.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/eo/EO-1083.pdf). By policy, all SJSURF 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).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. 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.