San Jose State University Research Foundation

Position: Director of Human Resources

DEPARTMENT: Human Resources
IMMEDIATE SUPERVISOR: Executive Director
POSTING DATE: May 19, 2017
CLOSING DATE: Open Until Filled
SALARY: DOE/DOQ, Full time, Benefited
EXEMPT STATUS: Exempt

GENERAL NATURE OF POSITION: This position will partner with the leadership team to enhance a culture of productivity, collaboration, and organizational development. Responsible for administrative management, organizational development and strategic direction of all HR initiatives including staffing recruitment, employee relations, compensation, benefits, compliance, training and development for approximately 1000 employees and oversee independent contractor classification. Ensure legal and regulatory compliance of all HR programs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for directing and supporting the ongoing activities of the HR team of six employees, related systems, and processes including benefits, recruitment, staffing, compensation, immigration, compliance, and employee relations. Provide oversight, advice, and recommendations of best practices for all HR programs.

- Ensure HR compliance by writing and updating policies, procedures, and guidelines. Provide advice, counsel while ensuring all applicable laws and policies are followed. Utilize legal counsel and other professional services as appropriate.

- Provide hands-on collaborative and innovative leadership to maintain a positive working environment for the entire organization with streamlined operations and a positive employee experience.

- Preparation and oversight of the HR Operations annual budget of approximately $500k. Ensure timely and accurate analysis, benchmarking, presentation, and communication of HR metrics to the leadership team, executive director, and board of directors.

- Manage HR interactions cross-functionally with other teams as necessary, including Payroll, Sponsored Programs, Finance, IT, as well as with the University. Tackle both operational and strategic work as needed.

- Maintain ongoing communication with counterparts at San Jose State University and across the California State University system and ensure dissemination of information as needed.

- Perform other duties as assigned
INTERPERSONAL CONTACTS:

- Reports to Executive Director.
- Works directly with all the Research Foundation employees, project directors, deans, faculty, and students, as well as university administrators, and board of directors.
- Develops and maintains productive professional relationships with HR professionals and organizations.

QUALIFICATIONS:

1) Education and Experience

- Bachelor’s degree or equivalent experience in Business, Human Resource Administration, or related field. Master's degree and HR certifications (e.g. SPHR, SCCP etc.) preferred.
- Ten years or more of proven progressive HR Leadership experience with strong emotional intelligence, integrity and experience leading HR staff.
- At least ten years of experience in non-profit organization supporting academia is preferred.

2) Knowledge, Skills and Abilities required

- Substantial knowledge of major HR functions including recruiting, compensation, benefits, employee relations, training, and talent management.
- Thorough knowledge of regulations and laws governing employment, working conditions, reporting and pay requirements.
- Demonstrated ability to work effectively with diverse constituencies.
- Highly effective interpersonal and communication skills. Excellent oral and written communication skills.
- Strong organizational management, team-building, conflict resolution and negotiating skills.
- Ability to use HRIS database and Microsoft office.
- Strong emotional intelligence and high degree of integrity and honesty with a demonstrated ability to exercise confidentiality and neutrality in complex and sensitive situations.
- Strong understanding of Payroll and Finance (as it relates to HR) business processes.
- Strong employee relations experience involving Human Resource management and staff consultation, training and development and performance management.
- Effective skills as a coach and counselor to all employees.
- Demonstrated ability to move between strategic thinking and tackle operational work.

3) Physical Requirements

- Must be able to operate office equipment.
- Must be able to sit for extended periods of time.
- Visual acuity associated with concentrated computer use.
- Must be able to travel on occasional basis.

4) Complexity of Duties

- Ability to work both independently or in a group/team effort.
- Must be able to act on critical issues in an independent manner.
- Exercises judgment in developing methods and evaluating criteria for achieved results.
- Erroneous decisions or recommendations, or failure to get results would adversely impact personnel and operations as well as organization.
SUPERVISORY RESPONSIBILITIES: Supervises one associate director and oversee a staff of five.

APPLICATION PROCEDURE: To apply for this position, you may submit a letter of interest and a resume or an application via email to foundation-jobs@sjsu.edu. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at http://www.sjsu.edu/researchfoundation or in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA. An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code Director of HR
210 North 4th Street
San Jose, CA  95112

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.

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 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.