POSITION DESCRIPTION

Position Title: Human Resources Director
Department: The Tower Foundation of San Jose State University
Reports To: Chief Operating Officer
Salary: Commensurate with Experience
Exempt Status: Exempt
Posting Date: February 5, 2020
First Screening Date: February 25, 2020

The Tower Foundation of San Jose State University (“Tower”) is SJSU’s foundation dedicated to philanthropy. Established in 2005, it is responsible for stewarding the university’s endowment, building a culture of philanthropy among its alumni and providing the highest quality service to the university community.

General Nature of Position:
Reporting to the Chief Operating Officer, the Director of Human Resources is responsible for workforce planning and recruitment, compensation and benefits administration, payroll administration and analysis, workers’ compensation, disability and leave management, new employee orientation, and HR administration.

Essential Duties and Responsibilities:
The Director’s responsibilities include, but are not limited to:

Workforce Planning and Recruitment
- Works with SJSU faculty, administrators and other campus stakeholders to recruit and hire student assistants, temporary and permanent employees. The Director of HR offers a high level of support to hiring managers and applicants during recruitment and after hiring. Such support includes assistance with preparing position descriptions, providing guidance on appropriate salaries and benefits, posting positions, and ensuring that Tower policies and all applicable Federal and California laws are complied with.
- Lead new employee orientation.

Payroll Administration
- Review and approves payroll prior to transmission.
- Responds to employee payroll questions.
- Reviews and approves payroll checks and payroll journal entries.
- Reviews W-2s prior to issuance.
- Calculate compensated absence accruals.

Compensation and Benefits Administration
- Advise, develop and implement compensation plans for Tower employees.
- Ensures that benefits are comparable with SJSU and other campus auxiliaries.
- Administer benefits for 20-30 benefited employees.

HR Administration
- Identify and manage statistical reporting needs (e.g., turnover, headcount, payroll) as required by senior management.
- Calculate and report monthly FTE and benefits metrics.
• Analyze benefits costs and forecast future benefits costs on an annual basis.
• Maintains Tower HR policies.
• Responsible for payroll, benefit and workers’ compensation audits.

Qualifications:
The ideal candidate will possess the following qualifications:

Education /Experience:
• The position requires a senior level HR professional with a minimum of seven years relevant experience and competency in all areas of HR management.
• BA/BS in Human Resources desired, HR Certificate required in lieu of HR degree.
• Successful candidate must be able to perform the essential job functions and responsibilities.
• Experience working within a diverse organization and awareness of, and sensitivity to, working with a multicultural population.

Knowledge, Skills and Abilities:
• Experience onboarding 100-200 hires in a given year.
• Experience in an academic environment or comparable setting strongly preferred.
• Superior critical and analytical skills with solid knowledge of federal, state and local employment law, ability to decipher complex issues and make sound business decisions.
• Strong planning and organizational skills with the ability to independently prioritize and manage workflow and projects, uses time efficiently and develops realistic action plans to meet deadlines. Work accuracy and data integrity for reporting information is extremely important.
• Must be an effective team player with the ability to influence in a diverse work environment.
• Excellent self-management skills with the ability to work independently, shows initiative and makes good decisions that affect positive outcomes. Demonstrates resilience at adjusting to changing situations, overcomes obstacles and effectively resolves issues.

SUPERVISORY RESPONSIBILITIES:
This position has supervisory responsibilities.

APPLICATION PROCEDURE
To apply for this position, submit a resume, three professional references, proof of HR certification (if applicable), and letter of interest to towerjobs@sjsu.edu or:

The Tower Foundation of San Jose State University
Human Resources
One Washington Square
San Jose, California 95192-0183

Tower Foundation is not a visa sponsoring organization.

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