San José State University Research Foundation

Position: Director of Human Resources

DEPARTMENT: Human Resources
IMMEDIATE SUPERVISOR: Executive Director
POSTING DATE: February 25, 2021
CLOSING DATE: Open Until Filled
SALARY: $150K - $160K
EXEMPT STATUS: Full-time, Exempt, Benefited

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, payroll, 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

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

2. Ensures HR compliance by updating policies, procedures, and guidelines. Provides advice, counsel while ensuring all applicable laws and policies are followed. Utilizes legal counsel and other professional services as appropriate.

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

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

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

6. Maintains ongoing communication with counterparts at San José State University and across the California State University system and ensure dissemination of information as needed.

7. Performs other duties as assigned.

2/25/2021
INTERPERSONAL CONTACTS

- Reports to executive director.
- Works directly with all the San José State University Research Foundation (SJSURF) 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.

SUPERVISORY RESPONSIBILITIES

Supervises directly one HR manager, three HR coordinators and student assistants. Oversees staff of three in Payroll area.

QUALIFICATIONS

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.

Knowledge, Skills, Abilities Required

- Substantial knowledge of major HR functions including recruiting, compensation, benefits, employee relations, training, and talent management.
- Thorough knowledge of payroll function.
- 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 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.

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.
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.

**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

**BENEFITS**

The comprehensive benefit package includes:

- a) Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 13 paid federal & state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hours accruals and separate sick hours accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.

SJSURF provides excellent benefits package to benefited employees. Please visit [Benefits & Compensation page](#) to get more details.

**APPLICATION PROCEDURE**

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail. The formal employment application is located on the SJSURF website on the [Forms page](#). Due to the COVID-19 health crisis, all candidates must submit their application materials to foundation-jobs@sjsu.edu.

Please address your formal application, your resume, and your letter of interest directly to:

San José State University Research Foundation  
Attn: HR/Job Code: DIRHR  
E-mail: Foundation-jobs@sjsu.edu

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.
REASONABLE ACCOMMODATION
The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION
SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California. SJSURF is a non-profit auxiliary of San José 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.

SJSURF 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.