

San Jose State University Research Foundation

Position: Human Resources Coordinator II

DEPARTMENT: Human Resources

IMMEDIATE
SUPERVISOR: Human Resources Manager

POSTING DATE: 08/10/2020

CLOSING DATE: 08/17/2020

SALARY: Range: \$26.00 -\$28.00 per hour

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 7 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

EXEMPT STATUS: Non Exempt (hourly), Full-Time

GENERAL NATURE OF POSITION:

The Research Foundation's Human Resources Department provides a full range of Human Resources services and support that enable Research Foundation programs to accomplish their research and public service objectives, while supporting a work environment where diversity and individual and team contributions are respected and valued. These include compliance; recruitment and staffing; benefits administration; policies and procedures; Employee Relations; compensation; training; and community outreach.

As a member of the Human Resources team, this position will be directly responsible for administering all aspects of Research Foundation HR including assisting in recruitment process, employee training, DocuSign forms, maintaining system files, and compliance reporting. This position will be the liaison with all other departments within Central Office with regards to miscellaneous projects.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Review CDC and county guidelines to get the organization ready for back to workplace during pandemic. Assist with proper documentation and facility readiness.

2. Communicate with and educate employees on how to protect themselves and on measures that will be implemented. Review daily certifications from employees and scheduled visitors. Take appropriate actions if any positive case is reported including contact tracing.
 3. Assist with recruiting process, maintain applicant tracking report and compliance reporting. Conduct background checks for new hires and maintain appropriate records.
 4. Analyze training needs within departments and assist with delivering training courses. Review compliance training needs and schedule training for all employees as needed. Reviews, tracks, and documents compliance with mandatory and non-mandatory training. This may include safety training, anti-harassment training,
 5. Assist with review of policies and procedures for the department, update as needed to maintain compliance.
 6. Develop employee recognition programs in collaboration with senior management.
 7. Address facility maintenance issues and assign and maintain building access cards.
 8. Act as liaison between different departments to resolve issues as needed. Create DocuSign forms for all departments and update current forms as needed in collaboration with other departments.
 9. Maintain employee files. Respond to employment verification inquiries.
 10. Review auditor requests for audits and assemble appropriate documents for audits as requested.
 11. Coordinate with cross functional teams to assist with miscellaneous projects as needed.
 12. Perform other duties/projects as assigned.
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INTERPERSONAL CONTACTS:

- 1) Reports to the Human Resources Manager
 - 2) Interacts with all levels of management, employees, and outside vendors.
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SUPERVISORY RESPONSIBILITIES

None. However, may guide, assign, and direct the department student assistant.

QUALIFICATIONS:

- 1) Education and Experience
 - Bachelor's degree in human resources or related field and/or equivalent experience.
 - Two to five years of relevant experience in HR field is required.
- Knowledge, Skills, Abilities Required
 - Must be attentive to details and possess excellent project management, logical thinking and organizational skills
 - Operate in compliance with all laws, as well as company policy and compliance standards.
 - Proficient in MS Office Suite.

- Excellent written and oral communication skills.
 - Ability to effectively interact with candidates, employees, and management.
 - Proactive mentality - Ability to multitask efficiently and effectively.
 - Ability to exercise good judgment and maintain confidentiality.
 - Possess a willingness to improve performance and ask questions.
 - Self-motivated, proactive, team player with proven success working in a fast-paced environment.
 - Responsive and works with a high sense of urgency.
- **Complexity of Duties**
 - Works under general supervision on specific assignments following established policies, procedures and practices.
 - Work is subject to regular checks and review to ensure compliance with procedures.
- **Physical Requirements**
 - Must be able to operate a PC including mouse and keyboard.
 - Must be able to operate general office equipment.
 - Must be able to sit for extended periods of time.
 - Visual acuity associated with concentrated computer use.
 - Must be able to push, pull, carry, or lift up to 20 lbs., with or without aids.
 - May be asked to work overtime (evenings and/or weekends) occasionally.
 - Must possess a valid driver's license and a clean driving record.

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.

PLEASE NOTE: 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. This background check must be completed before the actual start of employment.

BENEFITS:

The comprehensive benefit package includes:

- a) Ten Health Insurance Plans to choose from, under the umbrella of CalPERS
- b) Free dental and vision for employee and their eligible dependents
- c) Paid Federal & State Holidays (13)
- d) Retirement Plan: 403 (b) Both an employee contribution plan and a 403 (b) employer-only employee contribution component
- e) Vacation and separate sick plans
- f) Employee Discounts
- g) Paid Training and Conferences
- h) Increases based on merit (performance)

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 or by regular mail. The formal employment application is located at:
<https://www.sjsu.edu/researchfoundation/docs/Employment-Application.pdf>

It may also be obtained from the Research Foundation through its website at
<https://www.sjsu.edu/researchfoundation/index.php>

An applicant may also apply in person by visiting the Research Foundation, located at
210 North 4th Street, 3rd Floor,
San Jose, CA (corner of St. James and North 4th Streets)

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

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

Reasonable Accommodation

The San José State Research Foundation 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. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit <https://www.sjsu.edu/researchfoundation/employees/benefits/index.php> to get more details.

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.

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.

