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 employee benefits plans and programs, conducting new hire orientations, administering COBRA and leaves of absence, Affordable Care Act compliance; and retirement plan administration. Additionally, this position will oversee HR/PY data entry and provide guidance to the HR Coordinator I.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Conduct new hire orientation and process benefits enrollments in HRIS and vendor systems. Provide information to customers regarding Human Resources policies, procedures. Review all forms and benefits documents for accuracy and update them periodically.
2. Administer all aspects of employee benefits plans and programs, design and produce informational materials during benefits’ Open Enrollment period and process. Administer COBRA and Leave of Absence in accordance with federal, state and company regulations and policies.

3. Monthly review of eligibility for retirement plan; ensure enrollment of eligible employees in a timely manner. Reconcile retirement plan payments and contributions, and submit to the vendor.

4. Reconcile payroll deductions with monthly benefits billing, including Livescan, and correct any discrepancies and submit them for payment. Process unemployment claims, employment verifications, and run management reports, as requested.

5. Provide guidance to the HR Coordinator regarding the HR/PY data entry process and audit data entry on a semi-monthly basis. Maintain and oversee the E-Verify system, CMS data entry, and Glacier system.

6. File new workers’ compensation cases with the designated carrier and follow up on the status with employee and the carrier until case is closed. Update and maintain a spreadsheet that lists open cases.

7. Prepare and file compliance reports for Affirmative Action and Equal Employment Opportunity. Review any deficiency areas annually and assist management to address those. Provide administrative support in the recruitment process by assisting in job description development and uploading to compliance sites.

8. Assist in compliance with Affordable Care Act regulations by uploading the data to the Worxtime site, review eligibility, follow up with project directors and 1095-C processing.

9. Perform other duties/projects as assigned.

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INTERPERSONAL CONTACTS:
1) Reports to the Associate HR Director.
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.

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QUALIFICATIONS:
1) Education and Experience
   • Associate Degree with Human Resources management coursework is required. Bachelor’s Degree is highly preferred.
   • Two to five years of relevant experience in HR field is required.

2) Knowledge, Skills, Abilities Required
   • Operate in compliance with all laws, as well as company policy and compliance standards.
   • Proficient in MS Office Suite.
   • Strong organization skills and attention to detail.
   • 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.

3) **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.

4) **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:

It may also be obtained from the Research Foundation through its website at

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 BCOORD
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 http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html 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.