San Jose State University Research Foundation

**Position:** Human Resources Manager

**DEPARTMENT:** Human Resources

**IMMEDIATE SUPERVISOR:** Associate HR Director

**POSTING DATE:** April 29, 2020

**CLOSING DATE:** Until Filled

**SALARY:** $85,000-$95,000 annually, DOQ/E

**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:** Exempt, Full-Time

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**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, the incumbent is responsible for daily operations which include recruitment, benefits administration, Payroll, worker’s compensation, staffing, employee relations, compensation, performance management, policies and procedures and training and development. Incumbents should possess strong communication skills and enjoy proactive collaboration within a dynamic HR team, as well as have demonstrated ability to partner with, impact and influence others within the organization.

Position has several direct reports. As a member of the HR management team and/or in the absence of the Human Resource Director and/or Associate Director, will provide appropriate work direction and assistance to other Human Resources staff.
ESSENTIAL DUTIES & RESPONSIBILITIES:

- Trains and applies policies, and coordinates execution and implementation of processes and procedures, including personnel actions. Examples include recruitments, hiring, benefits enrollment, performance evaluations, compensation, employee relations, terminations and post termination follow-up as appropriate.

- Actively assists in management of day-to-day operations of the HR Operations and Records department. Provides training, oversight, guidance and direction to the HR Coordinators in completing the semi-monthly data entry process. Responsible for auditing HR data entry, reviewing and approving appointment forms.

- Oversees HR Coordinator (benefits) in processing benefit enrollments in payroll and vendor online systems, approve invoices for payment, and resolves employee benefits related issues. In concert with HR management, oversees the annual open enrollment process and related communications, prepares analysis of employer/employee contribution rates for senior management review, and makes recommendations, based on the data. Prepares employee data reports and statistical analysis of benefit programs as requested.

- Facilitates Research Foundation’s Retirement plan management by participating in the Retirement Plan Investment Committee. Oversees eligibility and enrollments, and reviews semi-monthly contributions and submissions to the vendor for compliance. Manages the annual 5500 audit and the annual Fee Disclosure according to the regulations.

- Supports organization-wide HR initiatives and programs such as performance management, training and organizational change.

- Actively participates in recruitment, selection, classification, salary and employee relations issues in partnership with the HR director. Conducts full-cycle recruitment for benefited positions. Maintains compliance with all federal and state laws and file appropriate compliance reports such as Affirmative Action and Equal Employment Opportunity in timely manner.

- Actively oversees day to day payroll operations and guides, directs, and counsels payroll staff in resolving issues. Audits and posts semi-monthly payroll, reviews quarterly and annual filings of payroll taxes for timeliness and for compliance. Prepares W-2s and addresses payroll related issues.

- Provides information to Project Directors, employees, and the general public regarding Human Resources matters, procedures and requirements, which may be related to the incumbent’s specific functional area of responsibilities, or may affect the organization as a whole.

- Performs other duties/projects in all areas of HR as needed.

INTERPERSONAL CONTACTS:
1) Reports to the Associate HR Director.
2) Frequently interacts with students, employees and university personnel, including faculty and administrators; and Research Foundation staff at all levels.

SUPERVISORY RESPONSIBILITIES
Five direct reports in HR and Payroll departments
QUALIFICATIONS:

1) Education and Experience
   • Bachelor’s degree is required. PHR, SPHR or other HR certification highly preferred.
   • 3 plus years of experience in an HR Generalist/Manager role, with focus on management coaching, team building, employee relations, recruiting and performance management.
   • Solid experience in managing full-cycle payroll.
   • 3 plus years of overall management experience required.

2) Knowledge, Skills, Abilities Required
   • Thorough knowledge of applicable State, Federal and local laws and regulations governing employment, working conditions and reporting requirements.
   • Working knowledge of Payroll taxes, filing requirements and CA reporting requirements.
   • Excellent interpersonal, verbal and written communication skills, planning, time management and problem-solving skills.
   • Strong analytical skills and attention to detail and accuracy.
   • Demonstrated ability to develop creative solutions in making complex human resource decisions.
   • Must be able to work without appreciable direction on assigned projects/programs.
   • Proficient in Microsoft Office Suite, DocuSign templates and HRIS Database system.
   • Demonstrated success in leading, developing and supervising employees.

3) Complexity of Duties
   • Provide overall department supervision in absence of HR management.
   • Must be able to communicate with tact and diplomacy.
   • Must be able to act on and or know when to escalate critical issues in an independent manner.
   • Inaccurate decisions may have a critical effect on achievement of business objectives and may result in the Research Foundation incurring excessive costs.

4) Physical Requirements
   • Must be technologically adept and able to operate a PC and other office equipment.
   • Must be able to sit for long periods of time.
   • Must be willing to travel and work occasional weekends.

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.

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 Health Insurance Plans to choose from, under the umbrella of CalPERS
b) Dental and vision coverages for employee and their eligible dependents at no cost to monthly cost
to employee
c) Paid Federal & State Holidays (13)
d) Retirement Plan: features both a 403(b) Employee Deferred plan and a 403(b) employer-only
contribution plan.
e) Separate vacation hours accruals and sick leave hours accumulations.
f) Paid Training and Conferences
g) Pay for Performance annual process featuring increases, as appropriate

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 HRMGR
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.