



California State University, Stanislaus Associated Students, Inc. / University Student Union



Date Adopted/Revised:

08/2010

Class code:

FLSA: Exempt

HUMAN RESOURCES SPECIALIST ASSOCIATED STUDENTS, INC. /UNIVERSITY STUDENT UNION (This is not a State/University Position)

DEFINITION:

Under direction of the Associated Students, Inc./University Student Union Executive Director, to plan, organize, coordinate and perform a variety of professional analytical level human resources functions including recruitment and selection, classification and compensation, employee relations /orientation, safety training, benefits administration, and policy development for both the Associated Students, Inc. (ASI) and the University Student Union (USU) and its various programs and services; to provide oversight for the risk management and insurance program for the ASI/USU; to coordinate the safety programs and activities for the ASI/USU; to perform related work as required.

OVERVIEW:

This position is designated as “confidential” in accordance with the provisions of the Higher Education Employer-Employee Relations Act (HEERA). According to HEERA, an employee is designated as “confidential” if he or she is “required to develop or present management positions with respect to meeting and conferring or whose duties normally require access to confidential information which contributes significantly to the development of those management positions.” The incumbent in this position assists the Executive Director in the overall coordination and direction of the Associate Students, Inc. /University Student Union Human Resources, Risk Management and Safety Programs. The incumbent manages a variety of programs and employer-employee services supporting the mission of the Associated Students, Inc. (ASI) and the University Student Union (USU).

CLASSIFICATIONS SUPERVISED:

Non-supervisory.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

(The following is used as a partial description and is not restrictive as to duties required)

Plans, directs and maintains human resources functions on a daily basis for the Associated Students, Inc./University Student Union programs and functions; participates with the Executive Director in the development of annual Human Resources program goals, policy, long term planning and assessment; performs a variety of analytical work in the development and implementation of the Human Resources Program; proposes and implements new programs as new legislation requires; works with ASI/USU management staff to determine recruitment needs/requirements, and selection procedures for new employees to fill position vacancies; performs a variety of analytical staff work in the maintenance and updates of the ASI/USU compensation plan; including establishment of new classifications and revision of existing classes;

establishes and maintains human resources records and transactions systems for ASI/USU staff and students assistants; provides input and direction for the development and conduct of employee discipline processes and grievance handling; handles labor dispute resolutions and problem solving with employees and managers; investigates and resolves complaints and handles employee discipline; has responsibility for a variety of compliance and reporting requirements; maintains awareness of legislation and court mandates which impact ASI/USU personnel management functions; works with legal counsel on personnel issues; processes payroll data and format for payroll preparation by an outside payroll service; handles the compliance areas including reporting taxes, PERS, insurance, garnishments, Auxiliary Organizations Unemployment Insurance Trust, etc.; makes salary projections for budgeting purposes; completes payroll reports and journal entries; completes labor distribution and leave usage hours reports; completes time sheet approval and payment authorizations and timely notification of hires/layoffs; develops HR Benefits Policy Program and coordinates benefit activities of the units to include processing new employee enrollment, orientating new employees on benefits program; implements and administers benefits programs (health, dental, vision, FlexCash, TSA's retirement, EAP, life insurance); handles benefit questions and concerns, benefit communications, new benefit offerings and acts as a liaison to the insurance carrier representative; processes benefits reports, journal entries and payments (health, dental, vision, retirement, workers' comp, EAP, life insurance, TSA's); composes and processes memos, reports, and correspondence; implements and administers the Injury & Illness Prevention Program; assists the Executive Director with the development and implementation the ASI/USU Risk Management program; educates the ASI/USU staff and students as to risk management programs and their roles in carrying out the risk management programs; assists in the identification and implementation of corrective action as appropriate; coordinates and implements risk assessment and loss control methods for the programs related to ASI/USU events; collaborates with the campus's Risk Management Coordinator on high-risk or unusual activities; assists in developing and evaluating safety goals and assists in promoting an overall safety awareness program; works closely with University Police to prepare and maintain an emergency /safety program for the USU building; assists in the planning of safety education programs and conducts routine safety training sessions for and trains full-time staff and student assistants on emergency and safety standards and procedures; ensures the USU Building is in compliance with fire and safety codes and ensures the security of the building during and after business hours; conducts inspections of buildings, recommending corrective actions and makes follow-up inspections to ensure compliance.

TYPICAL PHYSICAL REQUIREMENTS:

Sits for extended periods; frequently stands and walks; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 20 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, copiers.

TYPICAL WORKING CONDITIONS:

Work is performed in an office environment; continuous contact with other staff, students, faculty, and the public.

REQUIRED QUALIFICATIONS:

Knowledge of

- Thorough knowledge of principles of human resources management and management systems, including the principles and practices of recruitment, selection, classification, job analysis, salary and benefit administration, training, and employee relations
- General knowledge of the overall operation, functions and programs of student government and student event management

- Equal employment opportunity requirements and guidelines and affirmative action programs
- Personnel policy development and implementation
- Computer systems and software applications related to human resources administration.
- Working knowledge of operational and fiscal analysis and techniques
- Working knowledge Occupational Safety and Health Act and other State and Federal laws relating to safety and occupational health standards and the principles and techniques of organizing and conducting a safety program
- Principles of supervision, and training
- Good public relations techniques

Ability to

- Plan, organize, coordinate and conduct the human resources programs
- Analyze administrative operations and services, developing and presenting recommendations for improvement
- Develop, interpret and apply human resources program policies and procedures
- Analyze situations accurately and determine effective courses of action
- Collect, compile, analyze and evaluate data
- Maintain confidentiality of materials and use discretion in sensitive situations
- Effectively interpret, organize and present information and ideas in written or presentation form
- Establish and maintain cooperative working relationships
- Exhibit excellent interpersonal skills with an ability to work effectively and positively with the general public, faculty, staff and the greater community
- Work within multiple time frames and deadlines
- Prioritize work load to meet established time lines and special requests

Education and Experience

Bachelor's degree from an accredited university preferred, with major coursework in human resources administration, public administration, business, education or related field; and a minimum of four years of administrative professional human resource experience; or equivalent combination of education and experience **or/**

An Associate's degree from an accredited Community College with major coursework in human resources administration, public administration, or business and a minimum of six years of administrative professional human resource experience **or/**

In lieu of a Bachelor's degree or an Associate's degree, six (6) years of increasingly responsible work experience in human resources administration, system development and administration, with a minimum of two years being in a managerial capacity.

Desirable

Knowledge of the California State University policies and CSU Stanislaus' human resource staff policies and procedures.

SPECIAL REQUIREMENTS

Successful candidate must be fingerprinted. College or University transcripts will be required at time of hire, if applicable.

Hiring range is between \$43,833 and \$46,345

Annual Salary: \$43,833 - \$63,930

To apply, submit the following application material:

- Cover Letter (required)
- Resume (required)
- Completed ASI/USU Job Application (required)

Applications may be submitted –

By email: kholloway@csustan.edu

By fax: 209-667-3601

In person: CSU Stanislaus Campus – 2nd floor of the University Student Union Building

By mail: Associated Students, Inc.
Attn: Kathy Holloway
One University Circle
Turlock, CA 95382

Position is open until filled – initial screening of applications will begin September 13, 2010. Incomplete application packets will not be reviewed. For further information contact Kathy Holloway at 209-667-3834.