EMPLOYMENT OPPORTUNITY

JOB #15/27

POSITION: HUMAN RESOURCES ASSISTANT
(Classified as: Confidential Office Support, PSL II)

Full-time temporary position available on or after October 19, 2015 and ending on or before October 18, 2016 in Human Resources. Possibility of reappointment based on budget, operational needs, and job performance.

ESSENTIAL DUTIES: Under the direction of the Classification & Compensation Analyst and the Employment & Recruitment Manager, this position will perform a variety of moderate administrative duties in support of the classification, compensation, and student employment units in Human Resources to meet ongoing critical deadlines. The position will be required to handle or access confidential information which contributes to the administering of positions with respect to meeting and conferring. Duties include, but are not limited to:

- Receive, review, log, student assistant job posting requests; distribute other student employment related documents (e.g. salary increases, reclassification requests, etc.) to appropriate HR staff. Support Student Employment program, according to established procedures and in compliance with all applicable policies.
- Draft and post new student assistant job postings on website; update/remove student job postings as appropriate.
- Receive student assistant hiring documents, verify employment eligibility. Follow up on outstanding items needed in order to complete hire transactions.
- Maintain files and logs of student assistant jobs, monitor background check clearance for applicable positions.
- Enter all student hires and other employment transactional data into PeopleSoft/CMS.
- Inform/advice hiring managers, timekeepers, and student assistants of all student employment procedures and campus practices.
- Assist with filing job descriptions and maintaining records in accordance with the CSU policy and keeping up on the archival processes.
- Provide logistical support of reclassification and in-range progression processes; including manager and employee communication, initial assessment of materials, preparing files and schedule coordination.
- Provide initial comparison, evaluation and analysis of position description classifications for a variety of HR functions. Use CSU Classification Standards to update position descriptions.
- Maintain spreadsheets for various classification and compensation process. Gather and prepare information as requested.
- Provide back-up support to front office, and perform other duties or projects as assigned.

QUALIFICATIONS:

- High school diploma or its equivalent, required. Some college and/or vocational training in HR, preferred.
- Full-time equivalent of two years or more of general office experience that has provided the knowledge and ability to perform most or all work assignments, including at least one year of closely or directly related experience in a Human Resources office. (HR certification or higher education coursework in HRM may be substituted for HR work experience requirement.)
- Related HR experience in a public sector and/or higher education environment, or in the California State University system, preferred.
- HR certification (PHR, GPHR, HRBP, etc.) preferred.
- General working knowledge of applicable university infrastructure, policies, and procedures, preferred.
- Related HR experience in a public sector and/or higher education environment, highly preferred.

SPECIALIZED SKILLS AND ABILITIES:

- Experience to be proficient in performing most or all work assignments using good independent judgment, accuracy, and speed.
- Demonstrated competence in independently applying judgment and nonstandard applications and systems, solving a wide range of problems, developing practicable and thorough solutions, and using effective communication and listening skills. Thorough knowledge of office methods, procedures, and practices. Ability to use standard office equipment.
- Demonstrated working knowledge of federal and state employment laws and regulations.
- Fluency in using standard word processing and related computer software packages, including proficiency with Word, Excel, PowerPoint, Outlook, PeopleSoft and internet.
- Ability to identify and solve standard problems and refer more complex problems to appropriate staff.
- Thorough knowledge of English grammar, punctuation, and spelling, including proofreading and editing skills.
- Demonstrated competence in effectively presenting standard information in writing. Demonstrated ability to draft and compose written correspondence and reports.
- Ability to learn, interpret independently, and apply a variety of complex policies and procedures. Able to identify deviations from applicable policies.
- Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
- Ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data.
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- Strong organizational skills and customer service, team-oriented collaborative work style approach in carrying out assignments.
- Strong, effective interpersonal skills and ability to work in harmony with a wide range of campus and CSU system personnel, and to serve as a member of a larger team whose purpose is to advance the mission of CSU Stanislaus. Ability to plan and organize multiple tasks and prioritize work, including setting and meeting deadlines.
- Demonstrated ability to maintain strict confidentiality and to exercise considerable discretion, diplomacy, and good judgment.
- Ability to handle highly sensitive materials and situations using discretion and good judgment, to include confidential personnel and hiring records.
- Demonstrated ability to maintain composure and tact during highly stressful situations and under heavy workload, with conflicting priorities, frequent interruptions, and other demands.
- Demonstrated ability to initiate necessary actions, remain flexible, coordinate multiple activities simultaneously, and handle requests expeditiously using independent, mature judgment.
- Demonstrated ability to follow verbal and written instructions accurately. Demonstrated ability to pay close attention to detail and identify, trace and correct errors.

SALARY RANGE: $2,277 to $5,163 per month plus excellent paid benefits.

APPLICATION DEADLINE: SEPTEMBER 18, 2015

APPLICATION PROCEDURE: To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), a resumé, and a cover letter to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382

For questions, please contact Veronica Taylor at (209) 664-6735

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, credit records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/asp/aces/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit12.14.pdf

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARRITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A "MANDATORY REPORTER" UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT http://www.csustan.edu/UPDisopen/CampusCrimeStatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.

8/28/15