Position Title: Human Resources Manager  
Position Department: Human Resources Department  
Status: Exempt, Full-Time  
Reports To: Executive Director  
Salary Range: $80,000 - $90,000 annually (depending on experience)

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**POSITION PURPOSE**
The Human Resources Manager, under the direction of the Executive Director, is primarily concerned with the success of achieving organizational goals, strategies and objectives related to personnel management and competencies of Associated Students’ employees. The incumbent manages all functions concerned with human resources including policy, salary and wage administration, strategic initiatives, talent acquisition, training & development, employee benefits, personnel files and records, and compliance with all state and federal regulations in regards to employees.

The Human Resources Manager successfully leads a department of one full-time HR Coordinator, one part-time HR Assistant, and a team of student assistant Receptionists.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

Current departments under A.S. include Cesar Chavez Community Action Center, Child Development Center, General Services Center, Government Administration, Human Resources, Information Technology, Marketing & Events, Print & Technology Center, and Transportation Solutions.

**MINIMUM QUALIFICATIONS**
- A Bachelor's degree in a related field along with at least five years of progressive human resource management experience is required.
- Minimum 3 years' experience in supervision and management of HR staff
- Knowledge in salary administration, personnel policies, performance appraisal, and regulatory compliance pertaining to human resources is a requirement.
- Strong human relation skills and the ability to establish and maintain harmonious relationships with students and staff.
- Experience in conflict resolution and employee relations required
- Professional in Human Resources (PHR) certification or other equivalent professional designation preferred
- Experience working in an educational or non-profit environment preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Human Resources Department Administration**

- Provides leadership and administers the overall development and operations of the Human Resources Department
- Provides training and ongoing guidance to management staff related to human resource and personnel management.
- Provide fiscal leadership and management of a $300,000 department budget
- Responsible for analyzing, maintaining and disseminating employee personnel policies and disseminating as needed.
- Works in collaboration with Executive Director to implement goals and policies in line with the organization’s strategic direction
- Oversees the complete employee lifecycle from recruitment to retirement for all employees of Associated Students.
- Oversees maintenance and integrity of all personnel files and records
- Oversees maintenance and data entry in ADP HRIS system to ensure organized records and timekeeping for all employees.
- Build effective professional relationships with University Departments, Auxiliary Organization Resources, A.S. staff and Student Government Leaders.
- Serves on various University and organization-wide committees as a representative of Associated Students and the Human Resources Department
- Performs other projects and duties as assigned

Legal Compliance & Risk Management

- Consults with legal counsel or additional resources as needed to determine appropriate personnel administration
- Maintains professional and technical knowledge by attending appropriate trainings, workshops, and conferences
- Oversee the Injury Illness Prevention Program, Risk Management Policy, and Violence Prevention Program.
- Monitor the safety procedures of all departments, including but not limited to Risk Management and Harassment Training.
- Keeps abreast of legal standards and communicates action plans as needed to remain in compliance with federal and state law
- Responsible for ensuring Associated Students’ compliance with all state and federal laws related to the personnel practices of the corporation.

Recruitment, Training & Development

- Oversee organization-wide employee training administrations for all Associated Students employees
- Oversee recruitment process for all open positions, including management of chaired searches for full-time staff.
- Manages search committees for full-time staff, and provides coaching and advisement to supervisors on best practices and legal compliance related to hiring decisions
- Provides direction to HR staff and supervisors related to job requirements and requisitions as needed
- Oversight and compliance of the employee background screening process and communicates appropriate information with managers.
- Oversees the development of job descriptions for full-time and part-time staff.
- Coordinates and oversees classification of employees in collaboration with supervisors and management.
- Manages organization-wide professional development programs including new hire orientation, safety training, online training assignments, regular and intermittent staff development trainings and retreats.
- Works with HR Generalist to implement strong employee retention programs and events including but not limited to recognition and appreciation events.
- Collects and analyzes department feedback from programs, events and staff interviews. Analyzes the feedback and makes the appropriate recommendations for program modifications or training programs

Employee Relations

- Counsel and advise staff regarding labor laws and proper procedures for employment practices and wage administration.
- Conducts employee investigations and interviews related to formal complaints and illicit behavior
- Oversees employee Leaves of Absences requests and Workers Compensation claims

Compensation & Benefits

- Oversight of employee benefits programs and administration, including but not limited to medical, dental, vision, Employee Assistance Program, 401 K, and CalPERS retiree medical benefits
● Develop and implement employee benefit programs in compliance with relevant personnel policies.
● Evaluates benefit contracts and services and makes recommendations for changes as needed
● Oversee benefit fairs and educational resources for benefited staff.
● Oversight of payroll administration for non-student and student employees; ensures timely processing of employee pay, payroll reporting and compliance with all federal and state legal reporting requirements
● Oversee Work-Study payroll as defined by the University.

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:

● Ability to exhibit a high level of confidentiality due to sensitive nature of position.
● Broad knowledge in employment law, compensation, benefits administration, organizational planning, organizational development, employee relations and training and development
● Demonstrates the capacity to work effectively and efficiently in a diverse University environment that is fast paced at times.
● Ability to analyze and interpret laws, and successfully develop and implement policies and procedures
● Ability to work independently with minimal supervision and maintain confidentiality.
● Ability to conduct workshops and trainings
● Excellent oral and written communication skills and the ability to analyze problems, facilitate solutions, and promote Associated Students.
● Demonstrated knowledge of Microsoft Office, Gmail, Adobe Acrobat Reader, and ADP.
● Maintain professionalism at all times while providing positive customer service to students, faculty and staff.
● Some travel required

GUIDELINES
This position is exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
Application Review will be June 15th, 2018. The position will remain open until filled.

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