# San José State University Research Foundation

## Position: Human Resources Manager

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Human Resources</th>
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<tbody>
<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>HR Director</td>
</tr>
<tr>
<td>POSTING DATE:</td>
<td>September 20, 2021</td>
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<tr>
<td>CLOSING DATE:</td>
<td>Until Filled</td>
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<tr>
<td>SALARY:</td>
<td>$90,000-$110,000 annually, DOQ/E</td>
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<tr>
<td>EXEMPT STATUS:</td>
<td>Exempt, Full-Time, Benefited</td>
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## GENERAL NATURE OF POSITION:

The San José State University Research Foundation's (SJSURF) 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, Payroll, worker’s compensation, performance management, policies and procedures, compliance reporting and training. 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 three direct reports. As a member of the HR management team and/or in the absence of the Human Resource director, the HR manager will provide appropriate work direction and assistance to other Human Resources staff.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

- 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 support and guidance to project directors, employees, and the other staff in general and when complex, specialized, and sensitive questions and issues arise such as reasonable accommodations, investigating allegations of wrongdoing, and terminations.
• Maintains compliance with federal, state, and local employment laws and regulations and recommends best practices. Reviews policies and practices to maintain compliance.

• Trains and coordinates execution and implementation of policies, processes, and procedures. Supports organization-wide HR initiatives and programs such as performance management, training and organizational change.

• Assist with compliance and safety management including worker’s compensation management.

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

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

SUPERVISORY RESPONSIBILITIES
Three direct reports in Payroll department.

QUALIFICATIONS:
1) Education and Experience
   • Bachelor’s degree is required. PHR, SPHR, or other HR certification highly preferred.
   • Three or more 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.
   • Three or more 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 HR decisions.
   • Must be able to work without appreciable direction on assigned projects/programs.
   • Proficient in Microsoft Office Suite, DocuSign templates and the 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.

**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.

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**BENEFITS**

The SJSU Research Foundation provides excellent benefits package to benefited employees. The comprehensive benefit package includes:

- a) Ten company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) Thirteen paid federal and state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

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**COVID-19 VACCINATION POLICY**

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer.

New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided for the employee, if any, will depend on the employee’s job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

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**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. The formal employment application is
located on the SJSURF website on the [Forms page. Due to the COVID-19 health crisis, all candidates must submit their application materials to foundation-jobs@sjsu.edu.]

Please address your formal application, your resume, and your letter of interest directly to:

San José State University Research Foundation
Attn: HR/Job Code: **HR MGR**
E-mail: Foundation-jobs@sjsu.edu

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.

**PLEASE NOTE:** This position is considered a “sensitive” position by SJSURF and CSU policies. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of employment. This background check must be completed **before** the actual start of employment.

**REASONABLE ACCOMMODATION**

The San José State University Research Foundation (SJSURF) 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.

**ABOUT THE SJSU RESEARCH FOUNDATION**

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José 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.

**SJSURF 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.