

# San José State University Research Foundation

**Position:** Human Resources Generalist

**DEPARTMENT:** Human Resources

**IMMEDIATE SUPERVISOR:** HR Director

**POSTING DATE:** May 09, 2022

**CLOSING DATE:** Until Filled

**SALARY:** \$68,000-\$75,000 Annually

**EXEMPT STATUS:** Exempt, Full-Time, Benefited

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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 human resources generalist is responsible for daily functions which include managing workers' compensation, retirement, COVID-19 protocol, policies, audits, participating in the safety committee and providing support in other areas such as benefits, open enrollment, employee relations and recruitment. The human resources generalist should possess strong communication skills and enjoy proactive collaboration within a dynamic HR team.

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## ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Guides and directs HR coordinators in the maintenance of HRIS, E-Verify system, Glacier-NRA software and CMS system. Provide guidance and counseling to other HR staff members as needed.
2. Ensures legal compliance of HR with state and federal regulations and applicable employment laws. Update policies and procedures as required. Trains and coordinates execution and implementation of policies and procedures.
3. Conducts background checks and employee onboarding by leading new hire orientations. Assists in preparing compliance reporting such as EEO, AAP, Veteran's filings as needed.
4. In consultation with the HR director, responsible for developing and implementing a comprehensive training program. Ensures legal and regulatory training is developed and provided. Maintains training records for all existing employees.
5. Facilitates retirement program activities by coordinating day to day management with HR benefits coordinator. Ensures compliance with plan document and ERISA. Actively participates in annual 5500 audit, annual Fee Disclosure, SAR mailing according to the regulations.

6. Monitors compliance and safety protocols including worker's compensation and COVID-19 management. Leads the Safety Committee, updates related documents and conducts safety trainings as needed.
  7. Assists management with immigration issues, prepares and sends information as requested by project directors.
  8. Provides reports, documents, and relevant information to auditors as request. Reviews documents for completion before submitting to auditors.
  9. Partners and collaborates with HR management in investigating employee relations issues by performing intake and initial review of complaints. Prepares investigative reports, as assigned. Recommends resolution and assists in implementing corrective actions.
  10. Performs other duties and projects in all areas of HR as needed.
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#### **INTERPERSONAL CONTACTS:**

- 1) Reports to the director of Human Resources.
  - 2) Frequently interacts with students, employees and university personnel, including faculty and administrators; and Research Foundation staff at all levels.
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#### **SUPERVISORY RESPONSIBILITIES**

None, however, will guide and direct human resources coordinators.

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#### **QUALIFICATIONS:**

##### **Education and Experience**

- Bachelor's degree is required.
- PHR, SPHR or other HR certification highly preferred.
- Five plus years of human resources experience, preferably in a HR coordinator role with a focus on recruitment, benefits, workers' compensation, and employee relations.

##### **Knowledge, Skills, Abilities Required**

- Thorough knowledge of applicable state, federal, and local laws and regulations governing employment, working conditions and reporting requirements.
- Excellent interpersonal, verbal and written communication skills.
- Ability to establish and maintain productive relationships and strong customer service skills.
- Strong analytical skills and attention to detail and accuracy.
- Ability to maintain confidentiality.
- Ability to work without appreciable direct supervision on assigned projects.
- Proficient in Microsoft Office Suite, DocuSign templates and HRIS Database system.

##### **Complexity of Duties**

- Exercise independent judgement in the management and completion of a diverse set of tasks.
- Works with minimal direction on daily tasks and projects.
- Ability to work both independently as well as in a team effort.

## 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.**

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**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 San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine 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) 14 paid federal & 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. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. 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 to 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 formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). Please add **HR GEN CO** to the subject line of the email.**

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.

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## REASONABLE ACCOMODATION

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](mailto: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.

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## 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.