POSITION DESCRIPTION

Position Title: Payroll/Human Resources Coordinator
Department: The Tower Foundation of San Jose State University
Reports To: Human Resources Manager
Hiring Range: $33.65 - $36.05 hourly
Exempt Status: Non-Exempt
Appointment: Full-Time Benefited
Posting Date/Period: 4/8/22 until filled

As part of the University Advancement Division, the Tower Foundation is San Jose State University’s auxiliary organization dedicated solely to philanthropy. Tower assists with the development, investment, administration and banking of all SJSU philanthropic donations while building a culture of philanthropy among its alumni and the university community.

POSITION SUMMARY
Under the general supervision of the Human Resources Manager, the Payroll/Human Resources Coordinator will provide a variety of complex, routine, and HR/Payroll administrative services in support of departmental and operational goals. This role will collaborate with the department in various projects and data maintenance and support employees of the organization through a variety of human resource functions daily. The ideal candidate must have a solid desire to work in a service-oriented role where excellence in customer service is the standard and be able to maintain confidentiality in all personnel matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Employee Life Cycle: Onboarding & Offboarding
   A) Oversee the onboarding process and orientation for new staff members and student assistants
      - Host onboarding trainings
      - Verify and file employment documentation
      - Maintain all personnel files accurately and up-to-date
   B) Offboarding
      - Oversee the offboarding process
      - Ensure compliance with state and federal requirements and consistent internal procedures are followed

2. Performance Management
   - Coordinates with managers to initiate and implement probationary and annual performance evaluations
   - Supports and administers the performance assessment process
   - Miscellaneous and ad-hoc projects as needed
3. **Recruitment**
   - Maintain Tower Foundation career website
   - Assist in drafting job descriptions and determining appropriate salary range
   - Research and oversee postings on job advertisement sites
   - Support HR Manager and COO in execution of selection and hiring process

4. **Employee Administration**
   - Responds to employment verification requests
   - Maintain compliance with federal, state and local employment laws and regulations, and recommended best practices
   - Ensure accuracy of employee records
   - Assist HR Manager and COO with investigations on employee relation matters as needed

5. **Benefits and Payroll Administration**
   - Oversee and maintain HRIS system records
   - Oversee leave of absence programs in accordance with federal and state employment laws (CFRA, FMLA, PDL COVID-19)
   - Oversee benefits administration including open enrollment, staff communications, education and timely notification of eligibility
   - Track and oversee vacation and sick time accruals
   - Process semi-monthly payroll
   - Review, coordinate and maintain group insurance plans to ensure compliance

6. **Human Resources Administration and Compliance**
   - Assist HR Manager with compliance reporting
   - Maintain Tower Foundation website
   - Miscellaneous duties as assigned

**QUALIFICATIONS**
The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. **KNOWLEDGE, SKILLS AND ABILITIES**
   - Five (5) or more years of relevant experience with emphasis on payroll and benefits administration
   - Knowledge of CA wage and labor laws and FLSA classifications
   - Experience with ADP
   - Outstanding organization and detail oriented
   - Excellent written and verbal communication
   - High level of professional effectiveness, collaboration, integrity and optimism
   - Handling confidential information
2. EDUCATION AND/OR EXPERIENCE
   • A bachelor’s degree and 5 years relevant experience.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCEDURE

To apply for this position, submit a resume, and letter of interest to towerjobs@sjsu.edu

A background check must be completed satisfactorily before any offers can be finalized.

The Tower Foundation offers an excellent benefits package including medical, dental, vision, life insurance, short and long-term disability, 403B retirement, vacation and sick leave.

COVID Vaccination Policy

The CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement as a condition of employment. The system wide policy can be found at https://calstate.policystat.com/policy/9779821/latest/

Tower Foundation is NOT a visa sponsoring organization

Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran’s status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.