



EMPLOYMENT OPPORTUNITY

Associated Students
at Sacramento State

Human Resources and Safety Manager Business and Administration

SUMMARY: Manage Associated Students Human Resources systems and procedures in all areas including employee relations, policy development and implementation, benefits and compensation administration, training, performance management and recruitment and on-boarding. Ensure compliance with state, federal and local labor and employment laws and regulations. Serve as Safety Manager to the organization.

Start Date: Upon Hire
Time Base: Full time, Exempt, Benefits
Application Deadline: Open until position is filled
Compensation: \$ 60,000.00 - \$74,000.00

HR ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide human resources support to all employees of Associated Students. This requires staying abreast of current trends and best practices in the industry while assuring compliance with federal, state and organizational requirements. Ensure all mandated federal, state and local employee notifications are current and displayed in all ASI departments.
- Provide employee relations support to management and staff. Consult with management on human resources issues including recommending action, reviewing documents (i.e. written warnings) and participating in counseling meetings with employees. Serve as the primary contact with legal counsel regarding personnel matters as needed. Manage required employee random drug testing and provide follow up and action, as needed.
- Ensure the integrity of employee data entered in the HR information system (Ceridian); oversee the maintenance of personnel records. Create reports as needed. Manage the HR information system and participate in system changes, as needed.
- Act as the Custodian of Records for the organization, ensuring all standards are met for proper protection of personal information including Criminal Offender Record Information.
- Regularly evaluate and update human resources policies and procedures to meet the changing demands of the organization and comply with federal, state and local laws and regulations. Implement policies, provide guidance and train staff as needed.
- Manage employee benefits and leaves advising managers and employees as needed. Serve as primary contact with benefits broker and providers and conduct annual open enrollment procedures; review annual contracts and make recommendations to director. File the annual 5500 report with IRS and the 1095c statements in compliance with the Affordable Care Act (ACA).
- Organize and coordinate recruitment process including training of search committee, developing interview questions, checking references and coordinating background investigation.
- Ensure staff training needs are met by conducting training sessions, bringing in outside presenters or advising management of other training opportunities available. Track course completion as required.
- Review, update and create job descriptions as needed in consultation with managers and employees. Review salary ranges. Regularly monitor salary classifications by reviewing applicable salary survey data. Make recommendations to ASI management as needed.
- Coordinate annual performance evaluation process, including solicitation of 360 feedback, for core staff and the Executive Director. Regularly review evaluation tool and update as needed. Train managers and ASI President in best practices.
- Recruit, select, train, supervise, evaluate and mentor the Human Resources Generalist.
- Develop, manage, and evaluate the annual HR budget. This includes preparation of future budgets, monitoring and evaluating the current budget, meeting established deadlines, and advising management of budget related issues.
- Participate as a member of ASI's management team advising and providing input to the Executive Director regarding organizational issues such as long term planning, policies and procedures, and financial matters.

- Manage workers compensation, including communicating with employees, supervisors, medical providers and insurance carriers to ensure employees' needs are met, required forms are completed, modified duty is provided if required and claims are being managed in the most efficient and proper manner. Manages all work related injury reporting by serving as the primary contact between the organization and the workers' compensation provider. Follow through on all work related injuries until the employee's return to work and the case is closed.
- Serve as the designated civil rights coordinator for ASI. In this role, ensure that ASI complies with all civil rights requirements and provide and document annual civil rights training for all Children Center staff and volunteers. Implement procedures to determine and process civil rights complaints.
- Chair the Employee Advisory Committee; plan and organize staff events (i.e. annual banquets, retreats, group activities, etc.).

SAFETY ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensure maintenance of the ASI Injury and Illness Prevention Plan (IIPP); oversee compliance with state and federal laws relating to safety posting requirements, including timely posting of notifications in all ASI departments; and work collaboratively with OSHA for reporting requirements and audits. Participate in all safety related audits.
- Coordinate safety training and maintain employees' training records; conduct safety inspections annually, or as needed; investigate and respond to any work related accidents and/or injuries; and maintain documents specific to employee(s)' work related accidents or injury.
- Chair the ASI Safety Committee; annually recruit volunteers to serve on the Committee.
- Other duties may be assigned.

CORE COMPETENCIES

- Exceptional customer service skills and interpersonal skills
- Ability to communicate effectively both verbally and in writing with staff, employees and public
- Exceptional attention to detail
- Strong analytical and problem-solving skills
- Ability to follow oral and written instructions
- Uphold and maintain a high standard of employee confidentiality

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Business or related field
- Five years of experience in a supervisory capacity
- Ten years of professional-level human resources experience working as a generalist
- Working knowledge of federal and state employment and labor laws
- Knowledge of HR best practices and use of resources
- Knowledge of windows-based personal computers – Microsoft Word, Excel, and Outlook
- C.P.R. and First Aid Certificates (must acquire within 6 month of hire)

PREFERRED QUALIFICATIONS

- Experience in non-profit organization work
- PHR or SPHR Certification
- Ceridian Dayforce experience
- Knowledge of California and federal wage and hour laws

How to Apply

To apply please submit a cover letter and resume by any of the following means. A cover a letter and resume is required to be considered for this position.

By Mail	By Fax	By Email
ATTN: Leticia Campos	ATTN: Leticia Campos	Leticia Campos
6000 J Street	(916) 278- 2940	Lc2268@csus.edu
Sacramento, CA 95819-6011		Subject: HR Manager Application

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, **ASI employees are not state employees.**

Associated Students is an Equal Opportunity employer.
www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at www.csus.edu/police/cleryact.htm