

WORKING TITLE	Associate Director of Human Resources and Benefit Services
PAYROLL CLASSIFICATION	Administrator I (E1131)
DEPARTMENT	CSULB Research Foundation Human Resources
STATUS	Full-time, Benefitted, Exempt
POSTING DATE	January 3, 2024
POSITION NUMBER	2652

OVERVIEW

The Associate Director of Human Resources and Benefit Services is a seasoned, experienced human resources (HR) and benefit services professional with a full understanding of general HR policies and practices, as well as benefit administration. This role is critical in ensuring that the HR and benefit services areas are in compliance with required laws/regulations and that organizational policies and practices are implemented consistently. The Associate Director of Human Resources and Benefit Services directs and supervises the day-to-day duties of the HR Coordinator, HR Specialist, HR Student Assistant and the Lead Receptionist to ensure compliance and timely service. This position reports directly to the Director of Human Resources.

The Human Resource team currently operates on a hybrid work schedule that requires employees to work in the office three (3) days per week as scheduled by the HR Director and remotely two (2) days per week. This schedule is only available to those in positions where there is adequate remote work available. Our hybrid work model is reviewed regularly, and as such, may be changed or stopped at any time for any reason at the employer's discretion. Newly hired employees will be required to initially come into the office every day until they have undergone proper training within their position and are approved for remote work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Associate Director of Human Resources and Benefit Services will act as the primary point of contact for Research Foundation employee related HR and benefit policy/procedure implementation, interpretation and communication. They will enforce positive employee relations and act as a resource and partner to staff, Project Directors and the campus.

This individual will perform a wide variety of HR and Benefit related duties which include, but are not limited to: overseeing the implementation of all employee onboarding and separation functions; performing employee recruitments; coordinating the employee and retiree benefit administration process; performing a wide range of HR Generalist duties; coordinating Workers' Compensation claims, ergonomic assessments, State Disability claims and employee Leaves of Absences (LOAs); researching HR and benefit related topics that impact the Research Foundation; conducting reviews of position status and wage change requests; apprising the Director of Human Resources of issues impacting employees, the department and the organization, as necessary.

EDUCATION, SKILLS AND ABILITIES

Bachelor's degree in a related field and minimum four (4) years related experience in both HR and benefits with supervisory experience required; ability to effectively supervise, motivate and coordinate staff work and activities; ability to maintain strict confidentiality; ability to maintain up-to-date and thorough knowledge of federal and state employment and benefits law; demonstrated ability to effectively utilize and maintain an integrated HRIS; demonstrate strong organizational skills and be extremely detail oriented with very strong follow through; be very dependable, reliable and self-motivated; possess strong customer service skills, exceptional time management skills and work ethic; demonstrate effective, clear communication (both verbal and written); ability to work with all levels of staff and administration; ability to learn and apply policies and procedures of the organization; ability to analyze processes with the emphasis on improved efficiency; proficient in Word, Excel, basic report writing, and HR/benefit systems; ability to handle multiple tasks simultaneously and change priorities as necessary; possess strong problem solving skills, mathematic, reconciling and research abilities; demonstrate strong analytical skills and ability to work independently; ability to apply independent judgement, discretion and initiative in performing job responsibilities; ability to accept constructive criticism and interact positively with a wide variety of individuals; demonstrate the ability to coordinate many different project tasks, determine relative importance of each, prioritize and set appropriate deadlines to complete all tasks accordingly. Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

COMPENSATION RANGE: \$3,125.00 - \$3,750.00 per pay period (24 pays per year)

FILING DEADLINE: Open Until Filled

NOTE: In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By E-mail: FND-HRPAYROLL@CSULB.EDU (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for

which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary Applicant Affirmative Action Information Form below. Submit completed form with your resume and employment application to:

CSULB Research Foundation, Human Resources

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APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: _____

Date of application: _____

Position(s) applied for: _____

Gender: Male Female

Race/ethnic background (select one only):

- | | |
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| Hispanic/Latino | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| White | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa. |
| Black/African American | Persons having origins in any of the black racial groups of Africa. |
| Asian | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| American Indian/Alaska Native | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment. |
| Two or more Races | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native. |

VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

Disabled Veteran

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

Active Duty Wartime or Campaign Badge Veteran

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-al2.asp>.

Armed Forces Service Medal Veteran

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

Recently Separated Veteran

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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