



CALIFORNIA
NORTHSTATE
UNIVERSITY

Human Resources Manager– Staff - California Northstate University, Elk Grove, California, USA

POSITION TITLE: Human Resources Manager

REPORTS TO: President

WORK SCHEDULE: 1.0 FTE, full time, exempt

CLOSING DATE: Open until filled

POSITION SUMMARY: Administer employee services, plan, direct, and coordinate the employee administrative functions of an organization. Oversee organization regulatory and compliance requirements. Oversee the recruiting, interviewing, and hiring of new employees. Develop and implement policies and procedures for the operation of the CNU Human Resources Department.

PRIMARY RESPONSIBILITIES:

1. Develop and implement policies and procedures for the operation of the CNU Human Resource
2. Department, and provide the needed training.
3. Implement and meet all statutory and regulatory employment requirements for CNU.
4. Participate in the hiring, evaluation, remediation, and termination procedures for CNU.
5. Maintain and coordinate all employee benefits and personnel files through Paycom.
6. Work directly with payroll personnel to ensure accurate employee information.
7. Responsible for implementation of Paycom system for CNU and all colleges.
8. Responsible for training all hiring managers on Paycom as needed.
9. Forming and developing a compliance system for all legal requirements.
10. Follow all Standard Operating Procedures for CNU.
11. Complete the implementation of on boarding and other Human Resources modules in Paycom.
12. Coordinate and oversee the annual Employee Health Benefits open enrollment process.
13. Follow and enforce all standard operating procedures.
14. Serve as a role model in adhering to policies and procedures as outlines in the Employee Handbook.
15. Work with General Counsel and the CNU Administration to update the Employee Handbook periodically.
16. Serve as a role model in adhering to policies and procedures as outlines in the Employee Handbook.
17. Cultivate relationships and represent the University with a high degree of professionalism and tact.
18. Carry out program policy directives in an effective and timely manner.
19. Analyze situations thoroughly, identify potential problems, and find effective solutions.
20. Interpret, apply, and explain administrative and department policies and procedures.
21. Establish and maintain positive and professional working relationships with employees, managers, students, and other constituencies.
22. Apply appropriate independent initiative, discretion, judgment, and organizational skills to a variety of projects, assignments, and situations.
23. Apply available guidelines, policies, or procedures in diverse and sensitive situations.
24. Prepare and present written correspondence, reports, and material in clear, accurate, and comprehensible terms.

Miscellaneous Responsibilities

1. Adheres to legal requirements and privacy guidelines, including all relevant state and federal law.
2. Serves as a role model in adhering to policies and procedures as outlined in the Employee Handbook. c. Cultivates relationships and represents the University with a high degree of professionalism, tact and
3. integrity.

QUALIFICATIONS:

Knowledge of:

1. Contemporary principles and practices of human resource management include recruitment and selection, job classification, compensation, employee benefits and training.
2. Federal and state employment, labor and wage and hour laws
3. Principles and techniques of labor relations including contract negotiation, interpretation and administration and grievance handling.
4. Laws and techniques governing EEO and affirmative action programs.
5. Modern administrative methods and procedures, business correspondence and report preparation
6. Application and interpretation of Agency policies and procedures as well as local, state
7. and federal laws and regulations relevant to the program area
8. Effective research and record keeping methods and techniques.

Ability to:

1. Apply critical thinking, problem solving and collaborative approaches to improving personnel services.
2. Carry out program policy directives in an effective and timely manner.
3. Analyze situations thoroughly, identify potential problems, and find effective solutions.
4. Interpret, apply, and explain administrative and departmental policies and procedures.
5. Establish and maintain positive and professional working relationships with employees, managers, other agency staff, elected officials, other local, state, and federal governmental jurisdictions, vendors, and the public.
6. Effectively communicate and express ideas both orally and in writing.
7. Apply appropriate independent initiative, discretion, judgment, and organizational skills to a variety of projects, assignments, and situations.
8. Understand and execute complex oral and written instructions.
9. Apply available guidelines, policies, or procedures in diverse and sensitive situations.
10. Prepare and present written correspondence, reports, and materials in clear, correct and comprehensible terms from general notes and concepts.

Minimum experience required to perform this job:

1. Bachelors degree required
2. Minimal of three years of HR working experience.
3. Is good with computers and spreadsheets.
4. Accuracy and attention to detail.
5. Must be able to work in a multi-tasked high volume environment, completing multiple and competing priorities.
6. Commitment to professional integrity, including knowledge of and commitment to upholding federal confidentiality guidelines regarding financial matters.
7. Commitment to a collaborative work environment.

8. Commitment to seeking appropriate professional development.

SUPERVISORY RESPONSIBILITIES: Yes

PHYSICAL DEMANDS: Work at a computer for extended periods of time.
Move/manipulate supplies and equipment of various weights (up to 25lbs)

WORKING ENVIRONMENT: Office environment

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and how their beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.