

ANNOUNCEMENT OF POSITION VACANCY

www.enterprises.csus.edu

HUMAN RESOURCES RECRUITMENT COORDINATOR
HUMAN RESOURCES
#B007F19

University Enterprises, Inc. (UEI) is a Sacramento State non-profit auxiliary organization which meets the evolving needs of the University community by providing programs and services that support and strengthen the Sacramento State experience. Human Resources (HR) at UEI is dedicated to recruiting, hiring, and training the organization's employees and guiding and supporting management, staff, and customers in employee-related decisions. HR oversees benefits and compensation, manages the employee performance review process, and stays current with changing laws, issues, and regulations in all areas that affect UEI employees. Human Resources is committed to balancing the needs of the organization with fair and equitable treatment of employees and all others served.

CONDITIONS OF EMPLOYMENT: This is a full-time, non-exempt (eligible for overtime pay), benefited position that is covered under the California Public Employees' Retirement System. Continued employment in this position is dependent upon the mutual consent of University Enterprises and the employee, and either University Enterprises or the employee can, at any time, terminate the employment relationship at will, with or without cause.

RATE OF PAY: \$3,990 - \$5,586 per month

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resources, or related field, or equivalent combination of education and/or work experience. Demonstrated work experience in Human Resources including experience in the areas of employment, recruitment and selection, and Equal Employment Opportunity (EEO) regulations. Demonstrated knowledge of and skill in the application of Human Resources policies and practices as they apply to a medium to large organization. Demonstrated knowledge of compensation principles and practices. Demonstrated experience effectively communicating and working with all levels of employees and/or customers while maintaining a professional demeanor and exercising tact and good judgment. Ability to establish and maintain cooperative working relationships with customers, applicants, and employees. Demonstrated experience working in a multi-cultural environment. Must have excellent interpersonal relationship skills. Demonstrated experience using computer applications including email, spreadsheets, word processing, and presentation software such as the programs in the Microsoft Office Suite. Excellent written and oral communication skills including excellent command of English language including grammar, spelling, and punctuation. Must have excellent analytical skills. Must be extremely detail oriented and have good organizational skills. Skill in coordinating different tasks, setting and meeting deadlines, and completing projects. Must be fingerprinted and pass a background check. Must continue to meet the established standards.

PREFERRED QUALIFICATIONS:

Demonstrated experience with Affirmative Action hiring procedures and regulations. Demonstrated skill in the use of online application systems and HRIS databases. Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification or other advanced Human Resources certification or education.

DUTIES AND RESPONSIBILITIES

The primary responsibilities of the position are to manage the recruitment process for full-time benefited positions; assist with developing job descriptions; and provide assistance with compensation surveys, studies, and other related compensation activities. The position may provide back-up assistance for the administration of the student employment program; and will perform other Human Resources functions. The position reports directly to and receives general

direction from the Assistant Director, Human Resources. The position receives periodic work direction from the Human Resources Specialist (Compensation and Benefits). The specific duties and responsibilities are as follows:

1. Manages recruitments for full-time benefited positions in compliance with UEI policies, practices, and federal and state laws. Meets with hiring managers and project directors to advise and assist in determining the employment needs for their departments.
2. Works with hiring managers and project directors during the recruitment process to develop recruitment plans and strategies, set up timelines, and develop screening criteria and interview questions.
3. Develops recruitment strategies appropriate for the level of the position. Posts jobs in the UEI applicant tracking system and on other websites as needed; develops advertisement copy for online and print recruitment sources, such as recruitment websites, newspapers, and professional journals. Develops and ensures appropriate information is entered, updated, and closed in a timely manner on websites as needed.
4. Works closely with Sponsored Programs Administration Office (SPA) staff to ensure salaries, benefits and recruitment costs of positions funded through SPA are within budgeted limits prior to starting the recruitment process.
5. Screens applications, ensuring candidates meeting the position requirements are considered by the hiring committees. Instructs the committees on Equal Employment Opportunity (EEO), Affirmative Action (AA), and proper screening and interviewing techniques. Schedules or oversees the scheduling of interviews and the timely distribution of materials.
6. Works with hiring managers and project directors to ensure the candidate selections are properly documented. Reviews committees' written justification of acceptable/unacceptable candidates and submits Affirmative Action summaries and hiring and salary recommendations to the Assistant Director of Human Resources for approval.
7. Makes contingent employment offers to candidates and negotiates offer with candidates as needed. Conducts standard and complex background and reference checks, following legal and confidentiality requirements. Upon receipt of a cleared background and reference check, confirms final offer. Schedules new hire orientation and coordinates new hire activities with appropriate staff once offer is accepted. Dispositions applicants in the applicant tracking system to ensure non-selection notices are sent to the candidates in a timely manner. Responds to candidates' inquiries.
8. Compiles, maintains, and tracks Equal Employment Opportunity and Affirmative Action information. Assists with the preparation of the Affirmative Action Plan. May respond to various audit and report requests.
9. Backs up the administration of the recruitment and hiring process for the student employment program.
10. Develops job descriptions to accurately reflect the job duties, responsibilities, and minimum requirements required for the position.
11. Conducts job analysis studies to determine duties, responsibilities, and requirements of new and existing positions. Documents information concerning job content and writes or updates job descriptions. Makes recommendations on the placement of jobs in exempt or non-exempt status based on Fair Labor Standards Act requirements. Makes recommendations to ensure jobs maintain appropriate equivalency to internal and external market sources including the California State University system Classification and Qualification standards.
12. Develops recommendations for placement of positions in appropriate salary ranges based on job studies of similar positions to ensure wage and salary ranges accurately reflect differentials in job responsibilities. Analyzes position responsibilities and qualifications and makes recommendations ensuring internal and external equity.
13. Conducts and participates in salary surveys and compensation studies. Analyzes data and makes recommendations.
14. Writes and/or edits communications as requested by the Assistant Director, Human Resources including correspondence, flyers, annual report, etc.
15. Assists the Director with the implementation or administration of various other Human Resource programs and special projects as requested. Makes recommendations on policies/procedures affecting Human Resources operations.
16. Performs other job-related duties as needed.

FILING DEADLINE: Open until filled w/ a Priority Review Date of Friday, August 23, 2019

APPLY ONLINE: www.ueijobs.com

Note: This position vacancy is with University Enterprises Inc., an auxiliary organization of California State University, Sacramento. This is not a University position; the incumbent will be an employee of University Enterprises. University Enterprises operates the, food services, and other commercial enterprises on the California State University, Sacramento campus; it is responsible for grant and contract management and fiscal services

for University research and sponsored programs and provides fiscal services to University related agencies and activities. University Enterprises is a non-profit corporation governed by a board of directors in conformance with the appropriate State of California codes and policy directives of the Board of Trustees and the campus administration.

University Enterprises is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of University Enterprises that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placement, and promotions will be on a basis of qualifications of the individual for the position being filled, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition (diagnosis or history of cancer)*, citizenship, veteran status, or physical or mental disability. Any persons who feel that they have been discriminated against in connection with an application for employment should contact University Enterprises' Director of Human Resources at (916) 278-7003. *As defined in Section 12926(F), Government Code 12990.

*****AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER*****

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, California State University, Sacramento has made crime reporting statistics available on-line at www.csus.edu/police/cleryact.htm. Print copies are available in the CSUS library and by request from the CSUS Office of Public Safety and the Office of the Vice President for Student Affairs.