

Please apply using this link: <https://careers-anothersource.icims.com/jobs/100824/human-resource-generalist-csu-fresno/job?mode=job&iis=SOURCE&iisn=SHRM>

Another Source's client, California State University, Fresno is recruiting a Human Resource Generalist to join their team in Fresno, CA. This is a hybrid role requiring four days on campus and one day working remotely.

This position is internally titled Human Resource Consultant.

Here's a little about California State University, Fresno and the position they are recruiting for:

Why Fresno State:

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to boldly educate and empower students for success through our values of Discovery, Diversity and Distinction. The current student population is more than 25,000, including a large percentage of students with diverse and culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and across the globe.

Metropolitan Fresno, with a multi-ethnic population of over 527,000, is located in the heart of the San Joaquin Valley. The campus is within driving distance of Yosemite, Kings Canyon and Sequoia National Parks, San Francisco, Los Angeles, the Monterey Peninsula, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

What's in it for you?

Education Benefits: The CSU Employee Fee Waiver Program allows eligible staff or their eligible dependents to attend courses at any CSU for reduced rates at a maximum of two courses or six units per term, whichever is greater.

Balancing Work/Life: One of the big WOW's of this position is the 24 days of vacation accrual in addition to the 14 paid holidays and 8 hours accrued per month of sick leave.

CalPERS Retirement Benefit

More about the benefits of working at Fresno State:

<http://fresnostate.edu/adminserv/hr/benefits/documents/2020%20Benefits%20Summary%20represented%20and%20non-represented.pdf>

The Role

Under the general direction of the Associate Vice President (AVP) for Human Resources, as the HR Generalist/Consultant, you will work to support Fresno State's strategic priority to invest in a dynamic environment to attract, develop, and retain talented and diverse employees. The scope of work includes guidance and advisement in functional areas such as recruitment, compensation, classification, employee relations and labor relations, regulatory compliance (e.g. EEO, ADA, FMLA, etc.), benefits, and training/development. You will develop, recommend, and communicate human resources services, programs, and procedures which recognize and respond to the different needs and concerns of their assigned clients. You will be responsible for providing general interpretation and guidance to campus administrators, managers, and staff regarding state and federal labor laws and regulations, collective bargaining requirements, and CSU/HR policies, procedures, and practices. This position performs work of a highly sensitive and confidential nature requiring regular access to information related to collective bargaining negotiations or management strategies, investigations, and grievances, and provides information and makes recommendations to management.

You will work independently and apply sound judgment in the development of solutions to complex employee relations matters, cases, and programmatic items. To satisfactorily perform these duties, you will be expected to possess advanced and comprehensive knowledge and understanding of employment laws, legislation, policies and procedures, and workplace investigations. You are also expected to stay current on CSU/HR policy changes and maintain an awareness of trends in the human resources profession. You will support the AVP for Human Resources' efforts in setting a professional and caring tone in all interactions with the campus community given the sensitive nature of the work.

Experience You Will Bring

General knowledge of:

- The principles, practices and procedures of human resources administration in the areas of recruitment, employment, compensation and classification, employee relations, and employee development and training.
- An understanding of classification system standards and methodology.
- Federal and state laws/regulations related to common HR functions (e.g., Title IX, Fair Labor Standards Act (FLSA); Equal Pay Act, Title VII, Family Medical Leave Act (FMLA), etc.).
- Working knowledge, or ability to quickly learn, university methods, procedures, and practices.

Skills in:

- Using a variety of communications processes including the ability to facilitate meetings, make oral presentations and represent the Human Resources Department to the campus community.

- Organize, track and prioritize assignments and tasks, including project management and coordination.
- Conducting effective interviews to obtain accurate information from customers, clients, and respondents.
- Interpret and apply collective bargaining agreements, federal and state laws, CSU and Fresno State policies and procedures.
- Use high level of judgment and discretion in independently developing solutions to complex and confidential problems.
- Maintain confidentiality and appropriately handle sensitive communications with employees and external agencies with tact and diplomacy.
- Proficient in standard office software applications.

Demonstrated ability to:

- Interpret and apply state and federal statutes and applicable rules and regulations related to HR management and equal employment opportunity compliance programs in higher education.
- Manage client personnel actions from inception to completion for all assigned transactions.
- Compose a variety of correspondence and reports in a clear and understandable manner.
- Perform accurately in a detail-oriented environment.
- Perform in-depth analytical studies, perform research, and prepare reports.
- Perform mathematical and statistical analysis appropriate to the position.
- Effectively handle multiple work priorities, organize and plan work and projects in a fast-paced environment.
- Deliver exceptional client service to a wide variety of constituents.

Required Education and Experience

- Bachelor's degree in Human Resources, Business or Public Administration, Psychology, or a related discipline (Closely related professional HR experience and/or specialized training can be substituted for the education on a year-for-year basis).
- Five years of progressively responsible professional human resources experience.

Vaccination Interim Policy

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. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr@csufresno.edu.

Another Source works with their clients, on a retained project basis, to maximize the recruiting process. We are committed to building inclusive candidate pools as we partner with hiring teams. As you read through the job posting and review the list of qualifications (required

and/or preferred), please do not self-select out if you feel you do not meet every qualification. No one is 100% qualified. We encourage you to apply and share your story with us.