### Position Information

<table>
<thead>
<tr>
<th>Internal Team:*</th>
<th>SL-UH-Administration-141500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code/Employee Classification:*</td>
<td>Admin Support Coord 12 Mo</td>
</tr>
<tr>
<td></td>
<td>Job Code: 1035</td>
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</table>

**MPP Job Code:**

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>New Position # Request</th>
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<tbody>
<tr>
<td>Position no.</td>
<td>SL-00011032</td>
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<table>
<thead>
<tr>
<th>CSU Working Title:*</th>
<th>Personnel &amp; Payroll Coordinator</th>
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<tbody>
<tr>
<td>Reports To:</td>
<td>Dir of Univ Hsg Operations</td>
</tr>
<tr>
<td>Campus:*</td>
<td>San Luis Obispo</td>
</tr>
<tr>
<td>Division:*</td>
<td>Student Affairs</td>
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<table>
<thead>
<tr>
<th>College/Program:*</th>
<th>University Housing</th>
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<tbody>
<tr>
<td>Department:*</td>
<td>UH-Administration - 141500</td>
</tr>
<tr>
<td>FLSA Status:*</td>
<td>Non-Exempt</td>
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### Sensitive Position

| Sensitive Position: |  
|---------------------|------------------|
|                     | Yes  | No   |

**Job Summary/Basic Function:**

This position serves as the Personnel and Payroll Coordinator for University Housing and is directly responsible for processing a broad range of personnel actions related to new hires, reassignments, position tracking, and referencing bargaining unit agreements. Under the direction of the Director of Operations, this position is responsible to prepare documentation for a variety of personnel actions, timekeeping, and support for training and safety activities.

**Minimum Qualifications:**

High school diploma or its equivalent. Three years of general office support or technical experience. Education may be substituted for up to three years of the required experience on a year-for-year basis.
**Required Qualifications:**

- Working knowledge of administrative concepts, practices and procedures for researching, developing, and evaluating policies, procedures and programs.

- Skill in collection and evaluation of data to develop valid conclusions and recommendations. Ability to maintain records, retrieve data, compile and present information in a concise manner for meetings and reports.

- Ability to understand and troubleshoot problems from a broader perspective and anticipate the impact of problems and solutions.

- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.

- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

- Experience in operational and procedural problems and develop, recommend, and evaluate proposed solutions using reasoning and judgment as well as an understanding of the impact on other areas.

- Thorough knowledge of and expertise in using office systems and ability to use a broader range of technology, systems, and packages.

- Ability to draft and compose correspondence, reports, and other high level documents.

- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.

- Demonstrated ability to establish and maintain effective working relationships and communications within a diverse population, strong listening and interpretive skills, and the ability to deal positively with unexpected developments and diverse perspectives in and outside the University.

- Ability to maintain high quality/standards of work, ethics, commitment, and professional responsibility.

- Working knowledge of budget policies and procedures including the ability to perform standard business math.

- Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.

- Thorough mastery of English grammar, spelling and punctuation with a demonstrated ability to proofread and edit.

- Demonstrated ability to maintain a high degree of confidentiality.

- Expertise in using computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems, internet, and online calendaring and email.

- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

- Ability to evaluate, set work priorities, schedule and assign work for student assistants and review work against standards and provide performance feedback.

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.


- A Bachelor’s degree or higher in a related field.

- Experience in working in a recruiting or employment related capacity for a medium to large organization with complex policies, processes, and structure.

**Preferred Qualifications:**
Special Conditions:

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work various shifts (as applicable), including weekends, overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background/fingerprint check.

This position classification has been defined as "non-exempt" and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Possession of a valid driver’s license or the ability to obtain by date of hire.

Mandated Reporter:

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:

○ Yes  ○ No

Conflict of Interest:

None

Supervises Employees:

○ Yes  ○ No

### Job Duties

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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Personnel Administration

Assist with full-cycle recruitment process and communication related information.

Oversee and provide day-to-day support functions of UH Personnel team including the handling of special projects, ensuring continuous, timely and efficient office workflow.

Provide guidance to managers on recruitment-related activities, including department procedures and CSU/campus policy.

Monitor, track, and log correspondence and documents routed for processing/signatures between Housing and other University offices.

Provide confidential administrative support and independently compose all correspondence, letters, memos, e-mails, documents, etc., as requested by Senior Leadership.

Assist with worker’s compensation documentation preparation and routing and ensure timely submission of necessary documents to the Worker’s Compensation Analyst.

Serve as employment equity facilitator (EEF) on staff selection committees.

Assist with coordination, development, and delivery of new employee onboarding and orientation activities.

Assist with the hiring and on-boarding of student assistants and guide supervisors with processes.

Independently compose and process confidential correspondence, letters, memos, e-mails, documents, etc., as it relates to this position.

Create, review, and update various documents, including, but are not limited to: Student Affairs Division Change Form, new employee information, organizational charts, and email groups.

Serve on various campus committees.

Create and update instructional procedure documents.

Assist with maintaining training database, including research, data entry, report generation, and report reconciliation.

Provide information and training on processes relating to CSU compliance and policies.

Schedule, support, and assist with department trainings.

Respond to various inquiries and research and assist in resolving problems.

Payroll

Reconcile and verify all time and absences are entered into AMSS for University Housing. Input time and absences for Custodial Operations.

Research and resolve all time and absence discrepancies within the department and work with Payroll Analyst to adjust time if necessary.

Serve as Catastrophic Leave Coordinator for University Housing. Work with Payroll Services regarding leave time.

Interpret and apply Payroll Services and Departmental policies to staff and student assistants.

Research payroll, overtime, holiday hours earned, and leave information requests and respond to employee inquiries.

Inform and remind appropriate department managers of deadlines for all Payroll related items.
Track all leaves for University Housing and follow-up with appropriate managers and campus partners.

Distribute semi-monthly paychecks and maintain security of undistributed warrants.

Oversee, coordinate, and reconcile Housing’s student payroll process.

10

Marginal

Perform other job-related duties and special projects as assigned.

Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

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