## Human Resources Generalist - PageUp People

### PD No.: PD-2839

#### POSITION INFORMATION

<table>
<thead>
<tr>
<th>Internal Team:*</th>
<th>SL-UP-Human Resources - 128700</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code/Employee Classification:*</td>
<td>Cnfndtl Admin Support 12 Mo</td>
</tr>
<tr>
<td>Job Code:</td>
<td>1176</td>
</tr>
<tr>
<td>MPP Job Code:</td>
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<td>Position Number:</td>
<td>Cnfndtl Admin Support 12 Mo</td>
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<td>Position no:</td>
<td>SL-00002056</td>
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<tr>
<td>CSU Working Title:*</td>
<td>Human Resources Generalist</td>
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<tr>
<td>Reports To:*</td>
<td>Asst VP for AP/ER &amp; LR</td>
</tr>
<tr>
<td>Campus:*</td>
<td>San Luis Obispo</td>
</tr>
<tr>
<td>Division:*</td>
<td>University Personnel</td>
</tr>
<tr>
<td>College/Program:*</td>
<td>UP-Human Resources</td>
</tr>
<tr>
<td>Department:*</td>
<td>UP-Human Resources - 128700</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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</table>

### SENSITIVE POSITION

| Sensitive Position: | Yes ☐ No ☑ |

### Job Summary/Basic Function:*  
Under the general direction of the Assistant Vice President for Academic Personnel, Employee and Labor Relations, the Human Resources Generalist provides a broad range of HR services to staff and management employees. This position performs comprehensive administrative, technical, and analytical duties in supporting a variety of HR programs including, but not limited to: classification, compensation, employee and labor relations, recruitment and promotion, and disability accommodations. The Human Resources Generalist will provide interpretation and guidance to campus administrators, managers, and staff regarding state and federal labor laws and regulations, collective bargaining agreement requirements, and California State University (CSU) systemwide HR policies, procedures and practices; this may include researching and drafting guidelines, policies and procedures in response to laws, CSU Systemwide mandates, or campus needs. The Human Resources Generalist performs work of a highly sensitive and confidential nature including direct involvement in or providing support for collective bargaining, advising on management strategies, participating in or leading investigations, and assisting with navigating grievances.

### Minimum Qualifications:*  
Equivalent to graduation from a four-year college or university and three years of progressively responsible experience in human resources. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

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https://admin.do4.pageuppeople.com/v5.3/provider/manageJobs/editJob.asp?zData=UFUJVlMYxpiV5jySpAJOgKGoAtT778FUcypFPRzQYC4vKAwXFqjS9hE733KLC-dpOKCao2zUbz3igwjyHBCjox189jZ_eGY_WN...
Required Qualifications: Working knowledge in human resources theories, principles, concepts, practices, and techniques, with emphasis on public sector employment.

Thorough knowledge of or ability to quickly learn CSU classification standards and collective bargaining contracts.

Strong analytical and research skills; ability to gather, evaluate, interpret and consistently apply a wide variety of complex regulations, policies, and procedures and to develop well-reasoned conclusions and recommendations.

Demonstrated ability to effectively perform work of a highly sensitive and confidential nature which requires access to information which directly relates to collective bargaining negotiations or management strategies.

Demonstrated ability to interpret and consistently apply a wide variety of complex policies and procedures where specific guidelines may not exist. Ability to work with frequent changes in policies and procedures, under pressure of deadlines in a fast-paced environment.

Ability to exercise sound judgment and discretion, tact, and diplomacy.

Initiative in independently planning, organizing, and performing work assignments within broadly defined parameters.

Ability to coordinate several personnel functions and determine the relative importance of each; and ability to work with a high level of productivity, accuracy and attention to detail.

Knowledge of and ability to design and document efficient and effective work processes; proactively assess work processes and procedures and anticipate potential problems; and implement strategies for preventing and resolving problems from a broad interactive perspective.

Awareness of trends in the human resources profession and ability to evaluate potential applications for campus HR programs.

Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Highly proficient written communication skills with the ability to compose and edit complex correspondence and documents, demonstrating a thorough knowledge of English grammar, spelling and punctuation.

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

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems, Internet as well as online calendaring and email.

Working knowledge or ability to quickly learn university infrastructure, policies and procedures.

Preferred Qualifications: Bachelor's Degree in human resources management, business, English/Liberal Arts, or a closely related field.

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

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

Must be able to work additional hours, 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 083 (Revised July 21, 2017) as a condition of employment.

Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 083 (Revised July 21, 2017) as a condition of employment.

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

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:
**Mandated Reporter:**
Limited - The person holding this position is considered a limited 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
## JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
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<tbody>
<tr>
<td>90</td>
<td>Serve as a campus resource and strategic partner to provide consultation, interpretation, and guidance to campus HR business partners, administrators, program managers, and department heads/chiefs on varied and complex issues related to key human resources functions including compensation strategies, performance management, talent acquisition, employee onboarding and employee labor relations. Ensure compliance with applicable employment laws, collective bargaining provisions, and CSU and campus policies, procedures, and practices. Provide information and guidance to campus administrators with respect to collective bargaining contract interpretation, grievances, complaints and Labor Management Committee Meetings. Improve manager and employee performance by identifying and clarifying problems and evaluating potential solutions. Advise managers on sound performance management, including performance evaluation principles and progressive discipline in compliance with applicable collective bargaining agreement requirements. Conduct investigations of employee workplace situations, write reports and provide recommendations. Document highly sensitive adverse actions including personnel actions resulting from confidential settlement agreements. Plan, organize, and assist in the implementation of new policies and procedures such as new collective bargaining agreements, and classification and compensation programs. Review new and existing positions and provide consultation to departments regarding classification, compensation, organizational structure and staffing strategies. Review and analyze employee and manager requests for compensation increases; assess impact and advise program managers on implications of possible compensation changes. Monitor legal, procedural, and technological trends in public sector/higher education employment and develop recommendations for potential application to campus HR program. Provide assistance with onboarding and training new employees with the department. Collaborate with HR Information Systems to process compensation and/or other mass updates to staff and management employee data; identify policy requirements, enter manual updates, research, discuss and resolve discrepancies. Provide lead direction to HR Coordinator(s) who process transactions, compile and organize data, and perform a variety of administrative functions.</td>
<td>Essential</td>
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<tr>
<td>10</td>
<td>Perform other job-related duties and special projects as assigned. Provide training to campus constituents. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
<td>Marginal</td>
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## USERS AND APPROVALS

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