

**POSITION DESCRIPTION INFORMATION**

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

**POSITION INFORMATION**

**Type of Action Requested:\*** Replacement  
**Internal Team:\*** FL-VP of Student Affairs Office - 10236  
**Job Code/Employee Classification:\*** Admin Analyst/Spclst 12 Mo  
Job Code: 1038  
**Classification Title:** Admin Analyst/Specialist Exempt II (Grade 3)  
**MPP Job Code:** NA  
**Position Number:** Admin Analyst/Spclst 12 Mo  
Position no: FL-10009172  
**CSU Working Title:\*** Student Affairs Human Resources Business Partner (Administrative Analyst/Specialist Exempt II)  
**Salary Range/Grade:** 1038-EXEMPT II-Grade-3  
Minimum: \$ 5,537.00  
Maximum: \$ 10,014.00  
Pay Frequency:  
**Reports to Supervisor:** Alisa Flowers  
**Reports To:\*** Chief of Operations  
Position no: FL-10008158  
**Campus:\*** Fullerton  
**Division:\*** VP, Student Affairs Office  
**College/Program:\*** VP of Student Affairs Office  
**Department:\*** VP of Student Affairs Office - 10236  
**FLSA Status:** Exempt  
**Hiring Type:** Probationary  
**Workplace Type (Exclude Inst Fac):** On-site (work in-person at business location)  
**Pay Plan:** 12 Months  
**Pay Plan Months Off:** NA

**POSITION DESIGNATION**

**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.  
**Conflict of Interest:\*** None  
**NCAA:**  Yes  No  
**Is this a Sensitive Position?:**  Yes  No  
**Care of People (including minors) Animals and Property:** No  
**Authority to commit financial resources:** No  
**Access/control over cash cards and expenditure:** No  
**Access/possession of master/sub-master keys:** Yes  
**Access to controlled or hazardous substances:** No  
**Access/responsibility to personal info:** Yes  
**Control over Campus business processes:** No  
**Responsibilities requiring license or other:** No  
**Responsibility for use of commercial equipment:** No  
**Is this a Campus Security Authority (CSA):**  Yes  No

**Serves a security function:** No

**Designated recipient for crime/misconduct reports:** No

**Significant responsibility for Student Activities:** No

**Significant responsibility for Campus Activities:** No

**Job Summary/Basic Function:\*** Under the general direction of the Chief of Operations in the Vice President for Student Affairs (VPSA) Office, the Human Resources Business Partner (HRBP) is responsible for facilitating human resources initiatives and functions for the Division of Student Affairs (DSA). The incumbent will develop and oversee the facilitation of a strategic employee experience plan, focusing on recruiting, onboarding, and staff development within the VPSA Office and division as a whole and with oversight of a divisional working group/committee. Additionally, the HRBP will develop, track, and assess progress on divisional goals related to hiring, onboarding, staff development, and staff retention, making recommendations to VPSA leadership for ongoing improvement. The incumbents work is reviewed against overall goals and objectives, with full accountability of results. The incumbent will provide strong client relations for the division, serving as a liaison between divisional staff/managers and Central HR for various HR-related matters. Other duties as assigned.

**Minimum Qualifications:\*** Bachelor's degree from an accredited four-year college or university and/or the equivalent training and administrative work experience involving the study, analysis, evaluation, development or improvement of administrative policies, procedures, practices or programs plus four years of related experience. Working knowledge of and the ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations. Thorough knowledge of the policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty. Working knowledge of operational and fiscal analysis and techniques. Ability to take initiative and plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved. Skilled in the research, development, and evaluation of policies and programs. Ability to collect, evaluate, and interpret data to develop sound conclusions and make appropriate recommendations. Expertise in investigating and analyzing problems with broad administrative impact and implications. Ability to anticipate problems, address them proactively, and develop appropriate recommendations leading to solutions. Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form and use consultative and facilitation skills to gain consensus. Ability to train others on new skills and procedures and provide lead work direction. Proficiency in Microsoft Excel, Word, PowerPoint, Access, and Outlook. Ability to communicate clearly and effectively both orally and in writing. Ability to establish and maintain effective and cooperative working relationships with others.  
A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to complete the background check satisfactorily may affect the continued employment of a current CSU employee who was conditionally offered the position.

**Required Qualifications:**

**Preferred Qualifications:** Master's degree in student affairs, higher education administration, or a related field  
At least 2 years of HR or related professional experience  
SHRM (SHRM-CP or SHRM-SCP) or HRCI (PHR or SPHR) certification  
Common Human Resource System (CHRS) Recruiting and Oracle/PeopleSoft experience  
Experience working in a higher education environment, preferably the California State University (CSU) system  
Familiar with student affairs work and organizational structures

**Special Conditions:**

**License / Certification:** Valid CA Driver License

**Supervises Employees:\***  Yes  No

**If position supervises other employees; list position titles:** Student Assistants

## Job Duties

### JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
30	<p>Divisional Strategic Employee Experience Plan            Develops and manages a strategic employee experience plan for the division, specifically concerning talent acquisition, onboarding, staff development, and staff retention.            With oversight of the division's Professional Development Working Group and in close collaboration with VPSA Office staff, develops, manages, and executes division-wide development opportunities including institutional/technical skill trainings, leadership seminars, social engagements, and divisional business update meetings, using appreciable ingenuity and innovation.            Collaborates with VPSA Executive Assistant and Office Coordinator on regular meet and greets between VPSA leadership and all new hires within the division.            Develops and maintains relevant user guides and resources on best practices for divisional staff and managers.            Independently develops and facilitates training sessions for divisional staff and managers on relevant topics including hiring, onboarding, compensation</p>	Essential
30	<p>Divisional Tracking, Assessment, and Reporting            Develops and facilitates the assessment of performance outcomes for a strategic employee experience plan for the division.            Collaborates with Asst Dir of Assessment on assessment development, distribution, and analysis, as needed.            Responsible for submitting yearly assessment data in AMS by required deadlines.            Interprets and evaluates assessment results to then prepare and present findings/recommendations to DSA leadership team.            Participates in annual campus-wide assessment review for improved practices.            Tracks all recruitments within the division, updating job statuses from position description development, posting, interviewing, to onboarding.            Supports the onboarding of all new hires throughout the division through tracking of onboarding tasks, timely reminders, and customized resources for hiring managers.            Tracks separation tasks for all voluntary separations throughout the division and works with division staff to ensure timely completion of tasks.            Ensures compliance by tracking the completion rates of campus-wide mandatory trainings including Title IX and Gender Equity, Clery, Discrimination Harassment Prevention, Conflict of Interest, etc., and sending timely reminders, as needed.</p>	Essential
20	<p>Divisional Client Relations            Utilizing effective communication and relationship management skills, serves as a liaison between Central HR departments and DSA departments on HR-related matters, primarily regarding talent acquisition, compensation and classification action requests, payroll concerns, position management needs, performance evaluation management, voluntary separations, and HR systems access, transactions, and technical questions (Applicant Tracking System/ATS and/or HR Management System/HRMS).            Uses appreciable judgement in the drafting of position descriptions for new and revised positions throughout the division.            In collaboration and consultation with Central HR, interprets CSU and campus-wide personnel policies and advises staff and managers appropriately. Communicates applicable and updated HR policies and procedures, as needed, from Central HR. Ensures compliance of Collective Bargaining Agreements and related federal, state, local and University employment laws, policies and regulations.            Works collaboratively with the Chief of Operations on escalating concerns related to HR, as appropriate.</p>	Essential
15	<p>VPSA Office and Divisional Full-Cycle Recruiting and Onboarding            For all VPSA Office recruitments and key recruitments in the division, performs advertising, sourcing, and candidate outreach.            Develops comprehensive recruiting strategy based on hiring manager input and needs of role.             Works closely with the search committee and search chair to screen resumes, conduct interviews, and facilitate reference checks.            Oversees candidate communications throughout the recruitment process, creating a positive hiring experience for prospective employees.            Leads the onboarding of all new hires in VPSA Office including first day schedules, training sessions, and team introductions with support of VPSA Office Coordinator.</p>	Essential
5	Other Duties as Assigned	Marginal

## SELECTION CRITERIA

There are no items to show

### Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

#### Physical and Mental Requirements

<b>Bending:</b>	Frequently - Essential
<b>Climbing:</b>	Occasionally
<b>Concentrating:</b>	Constantly - Essential
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Frequently
<b>Keyboarding and Mousing:</b>	Constantly - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Constantly - Essential
<b>Pushing or Pulling:</b>	Frequently
<b>Reaching Overhead:</b>	Constantly
<b>Repetitive Motion of Upper Extremities:</b>	Constantly
<b>Sitting:</b>	Constantly - Essential
<b>Standing:</b>	Constantly - Frequently
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Frequently - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

#### Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

#### Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

#### Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

#### Environmental Requirements

<b>Drive motorized equipment:</b>	Occasionally - Essential
<b>Excessive Noise:</b>	Occasionally
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Frequently - Essential
<b>Elevated Work:</b>	Never
<b>Extreme Temperature (hot or cold):</b>	Occasionally
<b>Indoor (Typical office environment):</b>	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

#### Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2  
Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3  
Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

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### POSTING DETAILS

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**Advertising Summary:**

Advertisement text:

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### USERS AND APPROVALS

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**Justification for Position:**

Incumbent resigned; replacing position for the division, replacement of gavin kane - TD

**Hiring Administrator:\***

Alisa Flowers

**Email address: aflowers@fullerton.edu**

**Approval process:\***

FL - OLD PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Alisa Flowers ✓ Approved Sep 25, 2024
2. Department Head/Associate Dean:	Robert Scialdone ✓ Approved Sep 25, 2024
3. HR Classifier:	Tammy Dietzel ✓ Approved Sep 25, 2024
4. Appropriate Administrator/Dean:	David Forgues ✓ Approved Sep 25, 2024
5. Position Management:	FL-HRDI PM ✓ Approved Sep 25, 2024

**HR/Faculty Affairs Representative:\***

Tammy Dietzel

**Email address: tdietzel@fullerton.edu**