



POSITION DESCRIPTION

Department:	University Personnel
Classification Title:	Confidential Administrative Support II
Working Title:	Assistant to the Vice President of University Personnel
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

Position Summary

University Personnel is comprised of the offices of Academic Personnel, Human Resources, and Civil Rights and Compliance. HR and AP provide leadership and support for 3000+ faculty, staff and management employees in organizational development and effectiveness, position management and classification, recruitment and selection, employment, compensation, personnel policies and records, professional development, employee relations, labor relations/collective bargaining, performance management, succession planning, workplace violence prevention, and employee recognition programs. HR also manages comprehensive and integrated benefits administration, disability leave, fee waiver, employment verification, HR information systems (HRIS), and employee information security. Civil Rights and Compliance is responsible for the implementation, coordination and oversight to all campus divisions and programs regarding compliance with all applicable federal and state laws, regulations, and CSU policies related to civil rights and nondiscrimination policies (e.g., Title IX, Title VI, Title VII, ADA/504, VAWA, Clery, CA FEHA, and NCAA/conference rules).

As confidential assistant to the Vice President of University Personnel and Chief Human Resources Officer (CHRO), this position provides comprehensive administrative, technical, and analytical support for a variety of University Personnel programs. The incumbent provides leadership, planning, administration, and supervision of budget and accounting, procurement, and communications and marketing.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
--------------------------------	--------------	------------

Administrative/Analytic Support:

1. Administrative support to the Vice President of University Personnel: Communicate UP policy, changes, and updates on behalf of the Vice President. Compose and disseminate confidential memorandums and correspondences. Create and maintain confidential files. Research, analyze and develop a variety of reports, documents, spreadsheets and confidential material using PeopleSoft HCM, PolyData, and CIRS to be used for a variety of purposes including specialized mailings, eligibility criteria,

- compensation changes and salary comparisons. Communicate policies and procedures and provide consultation and assistance with UP-related questions.
2. Maintain calendar and act as designee for Vice President, University Personnel. Schedule confidential and periodic meetings for VP. Coordinate travel for VP, candidate travel in partnership with talent acquisition and other UP managers, when needed.
 3. Respond to formal requests for information. Evaluate requests and assist in developing response strategies. Analyze and gather specified data. Prepare reports or documents to fulfill requests.
 4. Provide investigation support to VP, or other UP managers, transcribing interview notes and assist with investigatory summary reports.
 5. Receive and review directives from the Chancellor's Office; including Technical Letters, Pay Letters, Executive Orders and contractual changes. Distribute according to the Chancellor's Office instructions. Evaluate directives, research campus practice, and assist VP in developing recommended actions. Prepare and maintain summary documents used to track action items.
 6. Organize campus delegation of authority documents; coordinate with a variety of campus offices, including vice presidents and president's office to obtain updates.
 7. Create an annual Work Schedule Calendar using academic calendar, collective bargaining agreements and historical data. Submit to VP of Personnel for approval and distribute via campus-wide notification according to collective bargaining agreements.
 8. Serve as the division telephone coordinator liaison with information services.
 9. Manage division communications; review and coordinate communications sent to various constituents, both internal and external to the University.
 10. Maintain division website.
 11. Serve as primary liaison with staff responsible for assisting in the administrative functions of Communications, Marketing, Office Management, and other areas.

Budget/Finance and Operations:

12. Responsible for division-wide budgetary activities. Develop fiscal year budget including allocations, labor and benefit costs, and operating expenditures. Develop budget scenarios and advise VP on fiscal impact of staffing decision. Analyze and monitor financial data using PeopleSoft finance and customized Excel spreadsheets. Monitor monthly expenditures and balance with projection targets.
13. Responsible for departmental financial activities. Access PeopleSoft Financials to initiate department purchase requisitions. Purchase using ProCard or CSUBuy and reconcile monthly statements. Determine account assignment based on type of purchase adhering to state purchasing requirements.
14. Serve as central resource for coordinating general office requirements. Coordinate and/or assist with department special events.

Employee and Labor Relations:

15. Oversee staff and MPP discipline, grievance, hearings, and complaint timeline processing. Maintain discipline, grievance and complaint procedures and verify management is in compliance with deadlines specified in the applicable bargaining unit contract. Schedule grievance and complaint meetings and distribute meeting

notifications. Certify distribution of management responses. Create and maintain confidential discipline, grievance, and complaint files. Maintain campus data in CSU system-wide Grievance and Arbitration System and generate reports.

16. Assist with the preparation of disciplinary documents and settlement agreements.
17. Respond to all Subpoenas on behalf of the University (CA) and working collaboratively with Campus Counsel.
18. Create union membership query, run monthly reports and distribution to union representatives.
19. Campus contact for union release time requests. Receive formal requests for reimbursable and non-reimbursable union leave from the chancellor's Office and forward to management for notification and/or approval. Maintain release time database. Generate reports used for reconciling leave reporting and generating union invoices for campus reimbursement.
20. Coordinate monthly labor management meetings; track actions items and research related issues.

Compensation and HRIS:

1. Document various confidential employment transactions such as suspensions, MPP non-retention and MPP paid administrative leave. Update PeopleSoft job data, generate PPT and coordinate for payroll processing.
2. Responsible for campus submission of annual CSU MPP Benchmark Survey data. Compare and analyze position descriptions. Complete survey(s) and report campus data according to Chancellor's Office instructions.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

Required Education, Experience, and Credentials

Education and Experience:

- Equivalent to graduation from a four-year college or university and three (3) years of progressively responsible administrative experience. 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.

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

1. Ability to understand, analyze and apply personnel policies, collective bargaining regulations, state and federal laws, rules, standards, procedures, and policies pertinent to the professional operations of a human resources office.
2. General knowledge of human resources policies, guidelines, and practices of a large institutional or business entity.
3. Experience in general administrative procedures such as research, analysis, and personnel administration.

4. Working knowledge of budget planning, financial management and related policies and practices.
5. Working knowledge of spreadsheet applications and knowledge of algebraic computations.
6. Ability to apply/work with, and explain to others, a variety of complex, vague, and/or frequently changing policies and procedures.
7. Demonstrated ability to exercise a high level of tact, good judgment, discretion, and diplomacy, and establish and maintain cooperative working relationships with a diverse population, including co-workers, students, management, faculty, and off-campus entities.
8. Ability to interact professionally and courteously in person, on the telephone, and via email.
9. Ability to clearly communicate ideas and recommendations and write clear and concise reports.
10. Strong ability to take initiative, and to independently prioritize and coordinate multiple and shifting work objectives and meet deadlines.
11. Proficiency in using office software packages such as work processing, spreadsheets, databases and electronic mail and calendaring systems.
12. Ability to gather and analyze data, reason logically and come to conclusions.
13. Ability to draft/compose correspondence. Thorough knowledge of English grammar, punctuation and spelling
14. Affinity for accomplishing work objectives in a team as well as independently.
15. Strong organizational skills and ability to work with a high level of productivity and accuracy/attention to detail.

Preferred Skills and Experience

- Working knowledge of PeopleSoft HRMS.
- Working knowledge of PeopleSoft Finance and Questica.
- Working knowledge of Answers query tool and PolyData Dashboards.
- 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 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 "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME

SIGNATURE

DATE

SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE

DATE

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE

DATE

HUMAN RESOURCES USE ONLY

Employee ID#:	_____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number:	_____	<input type="checkbox"/> Update Review for File	Classification Title: CAS II
FTE:	_____	<input type="checkbox"/> Classification Review	Class Code/Range: 1176_02
<input type="checkbox"/> Permanent		<input type="checkbox"/> New Position Recruitment	CBID: C99
<input type="checkbox"/> Temporary		<input type="checkbox"/> Replacement Recruitment	MPP Job Code: _____
<input type="checkbox"/> COI			Classifier Initials: AT
Position Recruitment Number:	_____		Date: 9/13/24