POSITION: Employee Relations Specialist
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 638

LOCATION: The CSU, Chico Research Foundation Administration Office

COMPENSATION: $2,967.46 - $3,854.93 per month

SCHEDULE: Monday-Friday 8:00-5:00 with the possibility of an alternative workweek during summer

ESSENTIAL JOB FUNCTIONS: As the Employee Relations Specialist, you will be responsible for the following functions:

• Coordinate and execute all aspects of bringing onboard new employees including scheduling orientation, communicating with campus, maintaining new hire packets, collecting and processing new hire paperwork, interfacing with payroll/benefits
• Conduct new employee orientations and employee benefits orientations
• Coordinate all benefits enrollment (including health, dental, vision, life insurance, disability insurance, Flexible Spending Account, 403(b) retirement plan, etc.) and communicates with service providers concerning routine administration of programs
• Review employees’ enrollment and eligibility for accuracy and coordinates enrollment with third-party administrator
• Oversee and administers all Leaves of Absences
• Organize annual benefits open enrollment program
• Coordinate 403(b) requests for contribution changes, distribution, hardship withdrawals, and loans
• Ensure timely completion and processing of Workers’ Compensation, EEO, and Veteran reports
• Monitor hours worked for min/max in accordance with the ACA
• Ensure compliance with COBRA guidelines by preparing letters and other paperwork as directed; receives and records COBRA insurance premium payments
• Maintain personnel files in compliance with applicable legal requirements
• Provide response to employee inquiries regarding HR related issues
• Develop and maintain effective working relationships with the campus community, the general public, and co-workers
• Perform special projects or other duties as assigned

EMPLOYMENT STANDARDS: This position requires a minimum of three years of full-time experience performing related duties. Ability to apply a variety of complex policies and procedures and effectively educate others about the same. Working knowledge of MS Office applications including Word, Excel, and Outlook. Flexibility to operate in a fast-paced environment. Ability to work independently and as part of a team. High level of interpersonal skills to handle sensitive and confidential situations and documentation. Excellent spelling, grammar, and written

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
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BENEFITS: Benefits include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Cover letter
- Current resume
- Three professional references

APPLICATION DEADLINE: Application deadline is 5:00 p.m. on March 11, 2019. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.