



The Donald P. & Katherine B. Loker University Student Union, Inc.
California State University, Dominguez Hills
1000 E. Victoria Street, Carson CA 90747

HUMAN RESOURCES GENERALIST & EXECUTIVE ASSISTANT

Reports To: Executive Director **FLSA Status:** Non-exempt **Position Category:** Regular Full-Time

The Loker University Student Union, Inc. (LSU) is an auxiliary of California State University, Dominguez Hills and is a California 501(c)3 Not For Profit Corporation. The facility, totaling approximately 120,000 square feet, houses the University Bookstore, Campus Dining, Associated Students, Inc., in addition to various meeting facilities, lounges and recreational space. As the hub of campus activity, the mission of the Student Union includes “providing cultural, social and recreational programming that supports the educational mission of the University” and “providing programs and services that enhance the quality of life” for members of the campus community.

SUMMARY

Under the general supervision of the Executive Director of the Donald P. and Katherine B. Loker University Student Union, Inc. (LSU), this position is responsible for all human resources activities and compliance and will also serve as the personal and confidential assistant to the Executive Director by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains employee and volunteer confidential personnel records and coordinates with the LSU’s service providers to ensure adherence to legal retention requirements, including creating employee files and entering new hires and status changes with the service provider. Ensures proper support per service agreement regarding worker’s compensation claims, unemployment insurance claims, official personnel records, benefits management, response to EDD or other information requests.
- Prepares and coordinates the placement of job postings. Follows up with the prospective employee or manager to correct any discrepancies in the screening. Tracks the status of all new hires and temporary appointments and maintains position search records including applicant/recruitment files. Conducts background checks for prospective employees.
- Maintains and updates position descriptions, grades and compensation ranges. Maintains Employee Handbook and personnel policies up to date per changes to employment law and CSU policy Documents and tracks leave requests and approved leaves.
- Administers annual employee compliance trainings, and performance appraisals. Annually coordinates review of compensation levels of both persons and positions to ensure internal equity and external competitiveness. Processes employee amended compensation as directed.
- Completes a broad variety of complex administrative tasks for the Executive Director including arranging appointments, composing and preparing correspondence and other documents,

conducting research and occasional special projects, and arranging complex and detailed travel plans, itineraries, retreats, agendas and meetings. Assists with budget tracking and reconciliation.

- Interacts with Department Directors and staff in implementation of Human Resources policies, procedures, and functions, and answers any employee questions that may arise.
- Serves as the administrative liaison to the Board of Directors; communicates with board members, CSUDH President's office, Vice-Presidents and board officers as required. Adheres to compliance with applicable board bylaws, operating policies and procedures to ensure appropriate organizational protocols are understood and followed. Prepares board materials and maintains historical records. Coordinates board meetings and retreats. Attends board meetings, serves as parliamentarian, and records minutes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in human resources or related field and 5 years of professional experience in human resources or administration required. Experience in Higher Education environment with emphasis in student unions, student activities, student development, human resources experience, and/or copy-editing experience preferred. Certified parliamentarian preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

To perform this job successfully, an individual should have, and advanced knowledge of MS Office, including Excel, Word, PowerPoint, and Outlook as well as Google Suite. Some knowledge of Peoplesoft, One Solution and Paychex preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds unassisted. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The majority of work is accomplished working on a computer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees in this position work indoors and may work outdoors on limited occasions. Periodic evening or weekend work may be required. Occasional travel may be required. The noise level in the work environment is usually moderate. Regular public contact is required.

CONDITIONS OF EMPLOYMENT

This position is employed by the LSU and is subject to related personnel policies and procedures. Employment is on an at-will basis and can be terminated by either an employee or the LSU at any time with or without cause or advanced notice. Permanent status can neither be obtained nor granted.

A general background check (including criminal records check) must be completed satisfactorily before any candidate can begin a position. Failure to complete the background check satisfactorily may affect the application status of applicants or continued employment of current LSU employees who apply for the position.

LSU hires only individuals lawfully authorized to work in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

LSU is an Affirmative Action/Equal Opportunity Employer. Applicants for employment will be considered without regard to race, color, religion, ancestry, national origin, age, sex, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, disability, covered veteran status, or other status.

COMPENSATION

The anticipated salary is roughly \$70,000 annually. LSU offers full medical benefits, dental benefits, vision benefits, CalPERS retirement benefits, and education assistance are available upon hiring.

PRIORITY SCREENING

The position will remain open until filled and review of applications will begin August 26, 2022.

To apply for the position, please visit <https://www.lsucsudh.org/professional-positions/>. A Professional Employment Application and resume must be submitted for candidate consideration.