**Internal Applicants Only**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Human Resources Assistant</th>
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<tbody>
<tr>
<td>Job Bulletin Number:</td>
<td>103256</td>
</tr>
<tr>
<td>Classification:</td>
<td>Administrative Support Assistant II</td>
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<tr>
<td>Department:</td>
<td>Human Resources</td>
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<tr>
<td>Full/Part-time:</td>
<td>Full-time</td>
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<tr>
<td>Employment Type:</td>
<td>Probationary/Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>7, CSUEU</td>
</tr>
<tr>
<td>Pay Plan:</td>
<td>12 month</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$2,705 - $4,592 per month. Hiring salary budgeted at up to $3,763 per month.</td>
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<tr>
<td>Benefits:</td>
<td>Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.</td>
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<tr>
<td>Pre-Employment Conditions:</td>
<td>Background</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>Tuesday, December 22, 2020</td>
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**POSITION SUMMARY:**
Under the direction of the Employment & Compensation Manager and lead work direction of the Human Resources/Student Employment Analyst and HR Faculty Analyst (for faculty employment), the Human Resources Assistant will be the initial point of contact and assistance for Faculty, Staff, Cadets, and the general public. They will provide clerical, technical and administrative support for the Human Resources Department and coordinate the operations of the Administration Building Front Desk/Mail Room. In addition, they will provide lead work direction for the HR Student Assistant staff.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).
ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:
Administration Front Desk Reception/Mail Room
- Provides back-up support for the 25Live campus-calendaring program.
- Records and maintains the phone tree.
- Maintains and updates the front desk/mail room manual.
- Maintains postage machine, postal meter and bulk mail permit.
- Tracks cost and usage of mail service and provides monthly postage report to budget and accounting.
- Maintains adequate inventory of postal and shipping supplies.
- Oversees postal and copier equipment maintenance.
- Maintains and stocks copy room with letterhead, various envelopes, office supplies, copy machine and printer supplies for use by employees.
- Provides back-up as needed for front desk/mail room.

Human Resources General Support
- Initial contact for HR department including phone, in-person and email. Responds to inquiries and directs customers to appropriate resources.
- Prepares communications, both electronic and hard copy.
- Assists with gathering documents, data, and other information as specified.
- Orders and maintains office supplies and services.
- Coordinates California State Employees Campaign.
- PeopleSoft Data Entry.
- Schedules meetings and reserves rooms.

Lead Work Direction
- In conjunction with the HR/Student Employment Analyst, schedules, trains, and monitors the work of the HR/Reception Student Assistants.

Student Employment
- Posts employment opportunities on the student employment website.
- Receives and verifies employment documents, coordinates background checks including fingerprinting and inputs student employment transactions into PeopleSoft.
- Verifies federal work-study status; coordinates with Financial Aid Office.

Employment Services Support
- Assists with posting and recruiting jobs.
- Assists with Employee Clearance Process.
- Performs employment verifications.
- Initiates background checks and fingerprinting.
- Assists with pre-employment physicals and drug screening.
- Processes and inputs Persons of Interest (POI)
- Initiates and processes I-9s in I-9 Tracker.
- Assists with receipt, review and dissemination of New Hire employment documents.
**Academic Faculty and Instructional Student Assistant Support**

- Researches and updates PeopleSoft w/Faculty Room Locations
- Assists with updating and tracking Faculty data in Excel
- Assists with preparing various Faculty Reports
- Assists with the receipt and review of hiring documents for faculty and Instructional Student Assistants

**REQUIRED QUALIFICATIONS:**

- High school diploma or GED is required.
- Minimum two years of experience in general office clerical work (one year of training in vocational business school/college or one year of full-time college education in secretarial, business, or commercial subjects may be substituted for one year of experience)
- Excellent interpersonal, customer service, time management, and communication skills.
- Ability to work under pressure and with frequent interruptions.
- Ability to learn how to prepare overseas mail, express mail/shipping.
- Fluent in using standard office software packages including those of Microsoft Office Suite.
- Excellent verbal and written communication skills.
- Ability to learn, interpret, coordinate, and independently apply a variety of complex policies and procedures. Able to identify deviations from applicable policies.
- Ability to apply judgment, discretion, and initiative.
- Ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Thorough knowledge of office methods, procedures, and practices.
- Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.

**PREFERRED QUALIFICATIONS:**

- Good working knowledge of USPS regulations, including knowledge or ability to learn foreign and domestic postal rates.
- Human Resources experience
- HRIS/PeopleSoft experience
- Adobe Acrobat Professional experience

**SPECIAL CONDITIONS:**

**PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:** Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

**BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check) 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 satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

**DESIGNATED POSITION:** This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**MANDATED REPORTER:** 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 revised July 21, 2017 as a condition of employment.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.
**TITLE IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

**EEO STATEMENT:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.