Position Title: Human Resources Employment Coordinator

Job Bulletin Number: 103302

Classification: Administrative Analyst/Specialist Non-Exempt

Department: Human Resources

Full/Part-time: Full-Time

Employment Type: Temporary

Bargaining Unit: 9, CSUEU

Pay Plan: 12 month

Salary Range: $3,288 - $6,347 per month. Hiring salary budgeted at $4,167 - $4,583 per month commensurate with education and experience.

Benefits: 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.

Pre-Employment Conditions: Background

Closing Date: Open until filled. A review of applications will begin Monday, October 11, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY: The Human Resources Employment Coordinator will provide day-to-day operational and technical support for Staff, Student Assistant, and Temporary Appointment recruiting and employment processes.

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.

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:**

**Temporary Employment Support**
- Special Consultants, Casual Workers, and Emergency Hires
  - Review and process requests for Special Consultants, Casual Workers, and Emergency Hires.
  - Create and send offer letters.
  - Track and process temporary appointment extensions.

**Student Employment Support**
- Post jobs on the student employment website
- Receive and verify employment documents, conduct background checks as necessary and input student employment transactions into PeopleSoft.
- Verify federal work-study status, coordinate with Financial Aid Office. Run monthly reports to monitor work-study use.

**Staff/Management Recruiting Support**
- Create job bulletins.
- Post and advertise jobs as per Recruiter’s instructions.
- Review applicants for minimum qualifications.
- Assist Recruiter with Applicant and Selection Committee communications.

**PeopleSoft Data Entry**
- Inputs personnel transactions for Student Assistants, Special Consultants, Casual Workers, Emergency Hires and Temporary Appointment extensions.
- Provides backup for other data entry as necessary.
- Performs PeopleSoft maintenance including data clean up.
- Participates in PeopleSoft database testing and upgrades.

**Preboarding and Onboarding**
- Initiates, tracks, and reviews background checks, pre-placement physicals and drug screening.
- Processes and tracks I-9s.
- Performs employment document review and receipt.

**Special Projects and Miscellaneous**
- CHRS Recruiting project assistance.
- CHRS Wave 2 project assistance.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS:**
- A bachelor’s degree and/or equivalent training and administrative work experience.
- General knowledge of human resources theories, principles, concepts and practices.
- Demonstrated ability to maintain confidentiality while performing work of a highly sensitive nature.
- Ability to interpret and apply policies and procedures independently, and exercise sound judgement.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to learn, interpret, and apply a wide variety of policies and procedures
- Ability to organize and plan work and projects including handling multiple priorities.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work
group and serve as a liaison for the organizational unit.

PREFERRED QUALIFICATIONS:
- PeopleSoft experience
- PageUp experience
- Human Resources experience
- Higher education experience

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 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.

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

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.