

**Job Title:****Human Resources Manager, University****Job Description:**

The human resources manager is part of a collegial administrative team dedicated to providing accurate, insightful, analytical, and timely administrative leadership, support, and oversight that will help the CHSU HR department continue to grow and develop to meet the needs of the university and its employees. Under the supervision of and in coordination with the VP for Human Resources, the senior human resources generalist will serve as a resource, partner and leader in handling HR functions by maintaining a positive and rewarding work experience for employees in an environment of accountability.

**Reports to:**

Vice President for Human Resources

**Classification:**

Staff, Full Time, Exempt

**Essential Duties:**

- Serves as a liaison to the human resource functions including, but not limited to, compensation, payroll, benefits, leave administration; employee equity matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.
- Maintains knowledge of trends, best practices, regulatory changes, and new technology in human resources, talent management, talent acquisition and employment law; applies this knowledge to communicate changes in policy and practice to HR leadership.
- Builds strong relationships across entities to foster communication and transparency.
- Supports the execution of human resources activities in compliance with all local, state, and federal regulations. Informs and counsels management and/or employees on trends and current developments in human resources, as appropriate.
- In coordination with the VP for HR, assist with the workflow and general operations of the HR department.
- Provides recruitment, interviewing, and hiring support to hiring managers and search committee members. This may include working collaboratively to ensure the recruitment, hiring, and onboarding of new hires is effective, compliant, and in alignment with University and College policies and procedures.
- Understands and has in-depth knowledge of the various employee benefits programs. Supports the administration of these programs for the University; may respond to employee inquiries and help resolve issues.
- Develops and maintains knowledge in benefits reporting requirements, specifically ACA information and reporting.
- With oversight from VP for Human Resources, creates, updates, and delivers employment contracts; collaborates with hiring supervisors to draft offer letters and other hiring related documents as appropriate.
- Assists in the administration of annual performance reviews. Ensures the timely completion of faculty and staff performance reviews.
- May participate in the development and recommendation of HR policies and procedural improvements which may include specific research/investigation into issues as requested.
- Coordinates and may administer employee leaves of absence, ADA accommodations, and provides support to the VP for Human Resources in these areas.
- In coordination with the VP for Human Resources, researches compensation guidelines for staff. Provide input on compensation for newly created positions where appropriate.
- Assists in the acquisition, design, and/or delivery of employee training and development modules.
- Oversee, coordinate, and manage employee separations and applicable offboarding activities including exit interviews.
- Oversee and provide support in safety and worker's compensation related matters from incident and claims reporting through follow-up and continued assessment of accommodations, etc.

- Maintenance of strict confidentiality and security of records including specialized human resources databases, computer software systems, and filing systems.
- Acts as a back-up for other Office of Human Resources team members as delegated and appropriate.

**Education:**

- Bachelor's degree in Human Resource Management, Employee Relations, Labor Relations, Business Administration, or related field, or
- Equivalent directly related human resources work experience that provides extensive knowledge of fundamental theories, principles, and concepts may be considered in lieu of degree.
- PHR or SHRM-CP preferred.

**Skills & Experience:**

- Minimum of seven (7) years of human resources experience that encompasses all aspects of human resources in a professional office setting with increasing responsibility within a human resources department.
- Ability to achieve business results while focusing on quality, employee experience, and stewardship.
- Strong working knowledge and application of federal and state employment laws and regulations.
- Sound judgment tact and diplomacy in situations of high sensitivity and the ability to interact with personnel at all levels of the University.
- Ability to work in a multi-cultural environment with a commitment to diversity, equity, and inclusion.
- Excellent interpersonal, employee relations, and public relations skills.
- Excellent verbal and written communication skills.
- Ability to work in a team environment or independently.
- Ability to analyze complex issues, research and gather information.
- Exceptional organizational, problem solving, prioritizing, multitasking, and decision-making skills.
- Strong knowledge and proficiency of Microsoft 365 Suite (Word, Excel, PowerPoint, Outlook).
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Prior experience in the higher education setting is desirable.

**Qualifications/  
Education:**

**Compensation:**

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type

**Human Resources Manager** in the subject field of the email.

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (I-9) requirements.