



**Job Title:** Human Resource Generalist  
**Faculty/Staff:** Staff  
**Classification:** Exempt  
**Status:** 1.0 FTE, Full-Time  
**Location:** Elk Grove Campus  
**Reports To:** President of the University  
**Revised Date:** 09/08/2021

**I. Obligations of the Human Resource Generalist:**

*The information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities.*

- A. Hours:** Full-time equivalent (“FTE”) of 1.0 to be performed from CNU office.
- B. Description:** Administer employee services, plan, direct, and coordinate the employee administrative functions of an organization. Oversee organization regulatory and compliance requirements. Oversee the recruiting, interviewing, and hiring of new employees. Develop and implement policies and procedures for the operation of the CNU Human Resources Department.

**Responsibilities:**

- Oversees employment-related functions, such as recruitment, compensation management, onboarding, performance management, and exit interviews.
- Work directly with payroll personnel to ensure accurate employee information.
- Maintain and coordinate all employee benefits and personnel files.
- Participate in the hiring, evaluation, remediation, and termination procedures.
- Implement and meet all statutory and regulatory employment requirements.
- Implement and train all hiring managers on the new onboarding process through Paycom.
- Implement and train all supervisor and managers on the annual performance evaluation process through Paycom.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training such as anti-harassment training and others.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers/deans to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Conducts new hire orientation.
- Develop and implement policies and procedures for the operation of the department and the university.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.



- Serve as a role model in adhering to policies and procedures as outlines in the Employee Handbook.
- Cultivate relationships and represent the University with a high degree of professionalism and tact.
- Carry out program policy directives in an effective and timely manner
- Analyze situations thoroughly, identify potential problems, and find effective solutions
- Interpret, apply, and explain administrative and department policies and procedures
- Establish and maintain positive and professional working relationships with employees, managers, students, and other constituencies
- Apply appropriate independent initiative, discretion, judgment, and organizational skills to a variety of projects, assignments, and situations
- Apply available guidelines, policies, or procedures in diverse and sensitive situations
- Prepare and present written correspondence, reports, and material in a clear, accurate, and comprehensible terms
- Other duties as assigned

#### **Qualifications:**

- Certification in Human Resources is preferred, strong working knowledge of state and federal HR laws, proficiency with Microsoft Office Suite
- An understanding of employment legal requirements, federal and state employment, labor, wage, and hour laws
- Excellent verbal and written communication skills
- Capability to represent the department and University in a professional manner
- Must be able to research, problem solve, and identify solutions
- Proficiency in Paycom payroll system
- Knowledge of contemporary principles and practices of human resources management including recruitment and selection, job classification, compensation, employee benefits and training
- Knowledge of laws and techniques governing EEO
- Knowledge of modern administrative methods and procedures, business correspondence and report preparation
- Effective research and record keeping methods and techniques
- Apply critical thinking, problem solving, and collaborative approaches to improving HR services

#### **Education:**

- BS or BA in Human Resources, or related area
- MS or MA in Human Resources, or related area (preferred)

#### **Working Conditions:**

- Work at computer for extended periods of time. Move/manipulate supplies and equipment of various weights (up to 25lbs)



Please submit CV to [hr@cnsu.edu](mailto:hr@cnsu.edu)

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