Position Title: HUMAN RESOURCES OFFICE ASSISTANT (Administrative Support Assistant II)

Recruitment #: #1980

Full/Part-Time: Full-Time

Employment Type: Temporary, ends on or before December 31, 2016. Any continuation beyond December 31, 2016 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R07

Salary: $2,539 - $4,000 per month Non-Exempt

Department: Human Resources

Available: Immediately

Special Conditions: Background/ Fingerprint Requires typing certificate – see Required Qualifications

Sensitive Position: Yes

Posted: January 22, 2016

Closing Date: February 5, 2016

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The Administrative Support Assistant II, under the direction of the Associate Vice President, Human Resources and Administrative Services, and the Assistant Director, Human Resources, contributes to the vision and mission of the department by providing general information and assistance to faculty, staff and student employees regarding campus employment, benefits, and Human Resources related policies and procedures.

In addition, this position contributes to the functioning of the office by maintaining files; guiding student workers; overseeing the union release time requests, annual evaluation, confidentiality authorization and separation clearance processes; and other projects and duties as assigned.

DUTIES: The Human Resources Office Assistant under general supervision, will perform a wide variety of clerical and administrative work functions for the Human Resources Office, including but not limited to the following; maintains files including personnel files for CSUB, Auxiliary and Foundation employees; Oversees annual evaluation process for staff and MPPs (stateside, SPA and Foundation); Oversees union release time (coordinating with the Chancellor’s...
Office, department and employee); Oversees record-keeping and follow-up on faculty and staff confidentiality agreements; Supports and provides back-up to the HR Front Desk Technician by receiving visitors and telephone calls to the office and routing them to the appropriate persons; Tabulates Volunteer skills assessment forms; Employment Verifications; Posts jobs online at CSUB/HR and CSU Careers; Syncs department calendar on Meeting Maker; Back-up for Accurate Background process; Back-up for the Associate Vice President’s primary administrative support and other duties as assigned.

REQUIRED QUALIFICATIONS: Requires completion of a high school program or equivalent and three years of recent (within 3 years) office clerical support experience, consisting of working in a busy office setting with significant general public contact and frequent interruptions. Ability to type at a corrected rate of 45 net words per minute, (attach copy of recent typing certificate to employment application – within 2 years – internet certificates not accepted). Competence with MS Word, Excel, email, and office scheduling applications also required. Successful candidate must be able to perform clerical work requiring a thorough knowledge of clerical methods and procedures, exercise discretion and judgment in performing the assigned work; have exceptional oral and written communication skills; develop cooperative work relationships with students, staff, and faculty and the general public; ability to handle a changing workload with multiple projects, priorities, and deadlines simultaneously and work as part of a team; work independently using reliable judgment in providing accurate general information regarding campus procedures and policies.

PREFERRED QUALIFICATIONS: Demonstrated skills in a human resources environment utilizing a customer-oriented and service-centered attitude and experience with PeopleSoft and Cascade are preferred.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

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

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

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 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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