Position Title: HUMAN RESOURCES – FRONT DESK TECHNICIAN (Administrative Support Assistant II)

Recruitment #: #1981

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, 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. The incumbent will act as a first point of contact general receptionist for the Human Resource Office.

DUTIES: Duties and responsibilities include but are not limited to: receive visitors and telephone calls to the office and route them to the appropriate individual; provide general information and assistance regarding campus employment, benefits, and Human Resources related policies and procedures. Fiscal reconciliation for department chargebacks; maintain storage of records according to retention policy; process employment applications, close recruitment files, and order supplies. Maintain personnel files, prepare new-hire paperwork packets and assist individuals with various updates to employment forms. Ensure weekly update to employment Job Line, employee job

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.
announcements, bulletin boards and discount offerings. Maintain accurate records related to the status of
captions. Provide direction to and coordinate student assistants. Responsible for office travel arrangements and
claims. 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: Experience in a Human Resources Office environment desirable.

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.

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

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age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
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.