

California State University, Fresno Association, Inc.

DIRECTOR, AUXILIARY HUMAN RESOURCES

JOB ANNOUNCEMENT #25-729

POSITION SUMMARY:	<p>Full-time, benefited position with Auxiliary Human Resources through the California State University, Fresno Association, Inc. The Director of Auxiliary Human Resources serves as a strategic leader responsible for overseeing and executing a full spectrum of HR functions across six auxiliary organizations. This role leads key areas including training and development, benefits administration, payroll, recruitment, employee relations and investigations, compliance, workplace safety, and organizational development. As the senior HR leader, the Director ensures legal and regulatory compliance, advances talent and workforce strategies, and fosters a high-performing, inclusive, and collaborative culture.</p> <p>The HR Director (HRD) partners closely with the Executive Director and Auxiliary leadership team to align HR initiatives with business objectives, lead change management efforts, in support and support a diverse workforce. Core responsibilities include developing HR policies and systems, managing employee relations matters and internal investigations, benefits and leave administration, and implementing HR technologies. The HRD is also responsible for providing budget reporting information for associated programs.</p> <p>The ideal candidate is a proactive, solutions-oriented leader who brings creativity to complex challenges and a continuous improvement mindset to HR operations. They will evaluate and refine existing processes to enhance efficiency, service delivery, and employee engagement while driving innovation across all facets of human resources for the various auxiliary organizations. The HRD is a highly strategic leader, experienced in managing change and its impact on people, policies, and the organization.</p> <p>This role requires exceptional communication skills, emotional intelligence, and the ability to lead with integrity, accountability, agility, and strategic vision. A proven track record in strategic HR leadership, organizational design, and team development, combined with deep knowledge of California labor laws and best practices in compliance and workforce planning is essential.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none">• Lead and develop a high-performing HR and payroll team, fostering a culture of continuous improvement, accountability, and collaboration.• Partner with leadership across business units to align HR strategies with organizational goals related to workforce planning, recruitment, retention, and conflict resolution; develop creative strategies to meet evolving organizational needs.• Advise leadership on HR best practices, organizational design, and change management initiatives.• Serve as a trusted advisor to managers and employees on complex employee relations matters, including performance concerns, coaching, counseling, and conflict resolution.• Conduct and oversee internal investigations to ensure timely, fair, and legally compliant outcomes.• Collaborate with external legal counsel and/or Executive Director on employment-related matters as needed.• Review, develop, and implement HR policies, procedures, and employee handbooks, ensuring consistent application across all auxiliary organizations.• Lead efforts to creatively enhance and modernize HR processes, including the design and improvement of forms and systems to streamline workflows and improve the employee experience; proactively identify and implement innovative solutions that promote efficiency, accessibility, and user-friendly interactions.• Manage HRIS transactions and data integrity; approve job descriptions, and organizational changes.• Oversee compensation and market salary analyses to ensure competitive pay practices.• Guide and support performance management processes to promote employee growth and organizational effectiveness; advise on performance-related issues.• Contribute to the design and delivery of various employee development and training programs.• Direct payroll operations to ensure timely and accurate compensation.

	<ul style="list-style-type: none"> • Manage employee benefits programs, including plan design, open enrollment, negotiation of benefit renewals with external vendors, and compliance with plan requirements. • Administer multiple retirement plans (e.g., pension, 401k, 403b), including plan audits and reporting in coordination with third-party administrators and investment advisors. • Prepare annual census and other reports for the annual plan returns and audits. • Liaise with insurance carriers and third-party administrators to address and resolve benefits and workers' compensation issues; monitor vendor performance. • Administer the organization's health and safety program; ensure OSHA and Cal/OSHA compliance, conduct accident investigations, and manage workers' compensation claims. • Review and approve independent contractor relationships to ensure proper classification and compliance with legal standards. • Maintain accurate and confidential employee records in accordance with record retention policies. • Stay current with employment laws, pending legislation pertaining to employment, industry trends, and emerging HR technologies; proactively recommend and implement process improvements. • Prepare and present reports, analyses, and recommendations to Executive Director and campus leadership as requested. • Other related duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's degree from an accredited four-year college or university required; advanced degree or HR certification (PHR, SPHR, SHRM-CP/SCP) preferred. • Minimum of five (5) years of progressive experience in human resources, with demonstrated expertise in employee relations, payroll, benefits administration, and organizational development. • Strong knowledge of federal and California employment laws, including FLSA, FMLA, EEO, ADA, and OSHA. • Experience with HRIS systems and using data to drive HR decisions and strategy. • Excellent interpersonal, leadership, communication, and analytical skills. • Proven ability to apply discretion and sound judgment in handling sensitive and confidential information. • Strong organizational skills and attention to detail, with the ability to manage multiple priorities. • Demonstrated ability to remain flexible and responsive in a fast-paced environment, effectively handling competing deadlines and urgent, time-sensitive matters with composure and efficiency. • Proficiency in Microsoft Office Suite and general computer literacy. • Demonstrated ability to work effectively with a diverse workforce and build collaborative relationships across all levels of the organization. • High degree of professionalism, integrity, and emotional intelligence.
COMPENSATION:	\$7,500.00 per month (\$90,000 annual). Benefits include medical, dental, vision, life insurance, CalPERS retirement, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins on August 5, 2025 . Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>Employment application and resume must be emailed to: Brittany Verdugo, HR Manager (Recruitment) at bisom@mail.fresnostate.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.

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