

# California State University, Fresno Foundation

## HUMAN RESOURCES COORDINATOR (BENEFITS) – AUXILIARY HUMAN RESOURCES

### JOB ANNOUNCEMENT #24-592

<b>POSITION:</b>	<p><b>Full-time, benefited position available for the California State University, Fresno Auxiliary Human Resources Office.</b> Under the direction of the Human Resources Manager, the Human Resources Coordinator - Benefits is responsible for coordinating the benefits program across multiple auxiliary organizations, including providing employees support and assistance with their benefit plans. This position also performs a variety of tasks related to the benefits, workers compensation, new hire packets and other functional areas of Human Resources and other related duties as required.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Human Resources Manager, the incumbent will be responsible for coordination of benefit programs and services as well as providing administrative support to the Human Resources and Payroll staff. Typical responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Coordinate benefit programs and services offered to both part-time and full-time employees for multiple auxiliary organizations and provide assistance to employees and supervisors</li> <li>• Ensure employee benefit packages are administered accurately and effectively</li> <li>• Prepare reports on employee benefit programs</li> <li>• Communicate any approved changes in benefit plans to employees</li> <li>• Assist in the collection of compensation and benefits data and providing classification, compensation, benefits, and other information as required</li> <li>• Ensure all benefit plan documents and summary plan descriptions are accurate and current</li> <li>• Enroll new employees in benefit plans and process employee changes</li> <li>• Coordinate and execute open enrollment sessions and related benefit plan changes</li> <li>• Provide vendors appropriate documentation for health, dental, vision, life, pension, disability and unemployment benefits claims</li> <li>• Coordinate workers compensation claims, accident investigations, maintenance of OSHA logs, and Cal/OSHA compliance</li> <li>• Perform various reporting functions</li> <li>• Review, reconcile, and organize payroll exception reports</li> <li>• Reconcile benefit plan invoices and prepare authorizations for approval; balance benefit liability accounts on a monthly or quarterly basis</li> <li>• Perform basic accounting functions, such as preparing journal entries, payment authorizations and balancing of accounts</li> <li>• Prepare annual ACA reporting data</li> <li>• Resolve employee concerns in a timely manner</li> <li>• Perform general administrative support functions such as customer service, record-keeping, file maintenance, etc.</li> <li>• Prepare written communications and maintain accurate records and documentation, including power point presentations, excel spreadsheets, word documents (flyers, memos, letters, etc.)</li> <li>• Provide training and presentations to a variety of end users</li> <li>• Assist with payroll functions when necessary</li> <li>• Cross trained in entire HR function to provide assistance and back up when needed</li> <li>• Good attendance and observance of working hours, required to perform work in Auxiliary Services offices and campus</li> <li>• Special projects or other duties as assigned</li> </ul>

<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<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"> <li>• A Bachelor's degree in a related field, or equivalent combination of education and professional work experience.</li> <li>• Two (2) years of experience in the field of Human Resources.</li> </ul>
<b>COMPENSATION:</b>	<b>\$19.00 - \$21.00 per hour.</b> Salary will be commensurate with education and experience. Benefits include health, dental, vision, life insurance and 401K, vacation, holiday pay, and sick leave.
<b>DEADLINE:</b>	<b>Application review begins May 27, 2024. Open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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 Foundation. This is not a State of California position.*

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