

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: SPF Payroll/Human Resources Benefits Specialist

Wage: \$31.00-\$34.00/hr. based on experience

Project Name: General Operations

Supervisor: Alexis Collins, Payroll Director

This is a full-time staff position with the Cal Poly Humboldt Sponsored Programs Foundation (Auxiliary). The role operates within a professional office environment, where business casual attire is expected. Work hours are Monday through Friday, 8:00am to 5:00pm, with a hybrid modality that includes the ability to telecommute remotely. This position is eligible for a comprehensive benefits package, including medical, dental, vision, life insurance, and retirement plans. Please note that this is not a State of California position and is classified as at-will employment

This is a pivotal role designed to support various aspects of the Sponsored Programs Foundation (SPF) employee life cycle. From initial onboarding and off boarding to benefits configuration, maintenance, and correspondence with third party vendors as well as the accurate and timely semimonthly payroll processing and reconciliation.

Essential functions of the job:

Payroll Processing

- Oversee full-cycle payroll processing for auxiliary employees.
- Monitor timesheet submissions and approvals to ensure timely processing.
- Calculate wages, deductions, and withholdings in compliance with payroll policies.
- Respond to payroll-related inquiries and resolve employee concerns.

Benefits Administration

- Manage employee benefits programs, including health insurance, retirement plans, and other offerings.
- Assess and monitor retirement eligibility based on plan regulations.
- Assist employees with benefit enrollment, modifications, and inquiries.
- Coordinate with benefit providers and accounting personnel to ensure accurate and timely payments.
- Administer employee leaves in collaboration with the SPF HR Coordinator.

Human Resources Support

- Support the onboarding process, including profile setup for new hires, separations, rate adjustments, and category changes.
- Maintain and update employee records while ensuring confidentiality and compliance.

Compliance and Reporting

- Stay informed on federal, state, and local payroll and benefits regulations.
- Prepare and submit payroll and benefits reports as required.
- Ensure adherence to organizational policies and legal requirements.
- Collaborate on workers' compensation cases and leave administration.
- Generate and manage payroll, new hire, and ad hoc reporting.

Knowledge, Skills, and Abilities: Excellent attention to detail and organizational skills. Ability to handle sensitive and confidential information with discretion. Ability for payroll processing and benefits administration. Basic understanding of HR policies and practices. Proficiency with payroll software and HRIS systems. Strong communication and interpersonal skills. Basic foundation of knowledge of the principles of organization, administration and management and the ability to analyze and find solutions to problems. Demonstrates the ability to work independently and as part of a team. Ability to communicate effectively with diverse populations. This role involves both supervised and independent execution of specialized duties, requiring confidentiality, discretion, and a thorough understanding of Cal Poly Humboldt and Sponsored Programs Foundation (SPF) policies and procedures.

Education & Experience: Equivalent to three years of experience in payroll processing or benefits administration. A combination of education, training, and/or experience that provides the required knowledge, skills, and abilities will be considered. Preferred qualifications include a Bachelor's degree in Human Resources, Business Administration, Accounting or related field and at least six (6) months of professional or non-professional experience with UKG/Kronos payroll systems.

Application Instructions: To apply submit resume, references and cover letter along with the ** [SPF Self-Identification Form for Job Applicants](#) to Binta Wright and binta.wright@humboldt.edu

If you have any questions regarding this position, please reach out via phone or email at 707-826-5169 or binta.wright@humboldt.edu.

Application review date: March 19, 2025 (open until filled)

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.