

**Cal Poly Humboldt
Sponsored Programs Foundation (SPF)**

JOB DESCRIPTION

This is not a state position

Title: SPF HR Generalist

Project Name: General Operations

Supervisor: SPF Operations Manager

Wage Range: 26.00-30.00/hr based on experience

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

The SPF HR Generalist will serve as a key resource for auxiliary employees, ensuring a seamless employee experience. This role requires exceptional organizational skills, attention to detail, and a proactive approach to human resources functions, including compliance, employee support, and process improvement.

Essential functions of the job:

- Provide guidance on paperwork and processes to support employees and supervisors throughout their SPF employment.
- In collaboration with the HR/Payroll Specialist, this role will coordinate and facilitate New Employee Orientations for auxiliary employees and managers, ensuring a smooth onboarding experience.
- Work closely with the HR/Payroll Specialist as the liaison for group insurance enrollments and inquiries, coordinating with third-party providers and SPF Accounting.
- Act as the first point of contact for auxiliary employees, assisting with workers' compensation, disability claims, injury reporting, and other employment-related needs.
- Oversee required SPF training assignments, monitor compliance, and develop/update training materials as needed.
- Stay informed of changes in labor laws and assist in implementing new or updated employment compliance requirements.
- Support the SPF HR Coordinator with recruitment processes, including coordinating job postings, applicant communication, and interview scheduling.
- Support the SPF HR Coordinator with separation processes, ensuring proper return of keys, parking permits, equipment, and other assets.

- Assist the HR/Payroll Specialist with retirement and COBRA processes, and coordinate leaves of absence, including FMLA.
- Liaise with Risk Management to report workers' compensation claims.
- Monitor and manage outreach efforts related to auxiliary employment opportunities and programs, including participation in career fairs and tabling events.
- Act as a backup to the SPF HR Coordinator to support various HR areas as needed including but not limited to system updates and routing auditing.
- Manage support cases in KRONOS (UKG) for system-related technical issues.
- Perform other duties as assigned, contributing to the overall efficiency and success of the SPF HR & Payroll team.

Knowledge, Ability, & Skills: Proficient in software applications such as Excel, PeopleSoft, Kronos/UKG, and Trello, with strong knowledge of office management systems and procedures. Demonstrates excellent organizational, communication, and problem-solving skills, with the ability to prioritize tasks, adapt to changing environments, and work collaboratively or independently under moderate supervision. Adept at analyzing data, drawing conclusions, and presenting complex information clearly in written and presentation formats. 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 relevant administrative support roles. A combination of education, training, and/or experience that provides the required knowledge, skills, and abilities will be considered. Preferred qualifications include experience in conflict resolution or mediation, systems and software management, understanding of current practices in diversity, equity, inclusion, and accessibility, and general human resources practices.

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.