UC HASTINGS
COLLEGE OF THE LAW
EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle modern legal challenges.

HR Generalist
Human Resources

Classification: Level 2/1215 Administrative Specialist /Full Time / Non-Exempt / Confidential / Non-Represented
Hiring Salary Range: $46,622-84,842 (commensurate with qualifications and experience)
Posting Date: January 09, 2018

THE ROLE

The position will be part of the HR team and be responsible for facilitating human resources processes and ensuring the effective utilization of plans related to HR programs and services. Under the leadership of the Executive Director of Human Resources the HR Generalist is responsible for a variety of duties related to delivering services and support to the staff and faculty population.

RESPONSIBILITIES

- Assist in administering health and welfare plans, including enrollments, changes, and terminations and resolve benefits-related problems.
- Answer employee questions and requests.
- Creating and supporting communication materials for employees including websites.
- Assist with new employee hiring and onboarding processes including student hiring, staff and faculty.
- Conduct audits of payroll, benefits, and other HR programs, and recommend corrective actions.
- Assist with the performance management and termination processes.
- Work with managers for the acquisition of temporary employees.

- Assist with the recruitment and interview processes.
- Lead and coordinate the delivery of compliance training and participate in determining training and development needs.
- Assist in maintenance, troubleshooting and design of HRIS and other human resources computer applications and systems.
- Process and maintain periodic reports of employee record data, develop reports.
- Prepare, maintain, and update employee data for the HR information system.
- Plan and develop analyses, reports, and presentations.

- Assist in the design, development and modification of HRIS to suit organizational needs. Be a key team member to lead the implementation of the UC wide implementation of new HR system.
- Analyze, maintain and troubleshoot human resource information systems and other human resources computer applications and systems.
- Train employees on system usage.
- Assist with payroll functionality relative to input of human resource system. Works collaboratively with human resource team members to continually update, secure, and support the finance team who manage the payroll system.

REQUIREMENTS
EDUCATION AND EXPERIENCE
Bachelor's degree required with preference given to a degree in Human Resources or Human Resources Systems or Technology related field;
- Minimum 2 years work experience in Human Resources required.

KNOWLEDGE, SKILLS, ABILITIES
- Previous experience with HR systems such as Oracle, PeopleSoft or Workday strongly preferred;
- Desire to learn and grow in a changing HR environment;
- Excellent organizational skills;
- Strong attention to detail;
- Demonstrated ability to prioritize in a fast paced and multi-faceted work environment;
- Ability to interact diplomatically with diverse groups;
- Work effectively as a team player;
- Must have strong working knowledge and experience with Microsoft Office Suite including Word, Excel, and Outlook;
- MUST BE ABLE TO MAINTAIN CONFIDENTIALITY.

BENEFITS
- Health, Dental and Vision Care Insurance Plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- Vacation
- Sick Leave
- Paid Holidays
- Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS
Please submit resume and cover letter to HumanResources@uchastings.edu

Failure to provide the information as required on the application form *including attaching a cover letter, a resume, and a writing sample* may immediately disqualify an applicant from employment consideration.

**This position has been designated as "sensitive" and requires a pre-employment background check.

A skills assessment will be conducted to determine if the minimum requirements are met.

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

UC Hastings College of the Law is an equal opportunity employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.