

# SAN DIEGO STATE UNIVERSITY



*San Diego State University is looking for an experienced, energetic, customer service oriented human resources manager for the position of*

## **ASSOCIATE DIRECTOR HUMAN RESOURCES & EMPLOYEE RELATIONS**



## SAN DIEGO STATE UNIVERSITY

**S**an Diego State University (SDSU) founded in 1897, is one of 23 campuses in the California State University system. SDSU enrolls over 33,000 students and offers 151 Degree Programs. The campus employs approximately 2,050 full-time and part-time faculty members, 1,700 staff and more than 2,800 students. The campus is located in the City of San Diego, a vibrant, widely diverse city of over 1.2 million people. The region's high quality of life, moderate climate, emerging biotechnology and telecommunications industries, proximity to the border, and extensive opportunities for recreation, tourism, education, and business make San Diego a highly desirable place to live, work and play.

## THE POSITION

**A**s a member of The Center for Human Resources which is responsible for administering a full service personnel program, Associate Director Human Resources and Employee Relations reports directly to the Associate Vice President Human Resources and Risk Management and has primary responsibility for developing and administering the University's non-faculty Employee Relations, Employment and Classification, and Training and Organization Development programs. The Associate Director manages a staff of eight and is a senior member of the Associate Vice President's team. She/He interprets and ensures that requirements of Collective Bargaining Agreements are being met by University managers and supervisors; researches issues relative to contract interpretation/administration; investigates and resolves grievances; provides assistance to managers and supervisors at all levels of the complaint and grievance procedures; and develops and recommends policy, procedures and guidelines for corrective and disciplinary administration for non-faculty employees. In addition, the Associate Director develops; coordinates and sponsors campus training programs relating to employee relations functions; serves on campus committees, as requested; coordinates campus position statements with the Chancellor's Office concerning civil court actions pertaining to employee relation issues and PERB complaints; and assists the Associate Vice President Human Resources and Risk Management on administration of Conflict of Interest policies, procedures, and regulations.

## QUALIFICATIONS

**C**andidates must have a Bachelor's degree in Business/Public Administration, Human Resources Management, or a related field. In addition, the position requires five years of progressively responsible human resources management experience, with at least two years at a supervisory or management level, and three years in a complex collective bargaining environment. Experience in a higher education institute is desirable. The ideal candidate will be able to gather and analyze data, conduct investigations, reason logically, draw valid conclusions, solve and/or resolve problems, build relationships, and be decisive, customer service oriented, and a competitive strategist.

## SALARY AND BENEFITS

**Current Annual Salary is up to \$105,000, DOQ**

**S**DSU believes employees are an important and valuable resource and offers an excellent benefits package that includes:

- 24 Vacation Days
- 13 Paid Holidays
- 1 Personal Holiday
- 12 Sick Leave Days
- Disability Insurance
- Life Insurance
- Pre-tax Investments
- Retirement
- Medical, Vision, & Dental Insurance

## EQUAL OPPORTUNITY

**S**DSU is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, or veterans' status.

## APPLICATION PROCESS

**A**n application package consisting of two (2) copies of your resume with a cover letter outlining qualifications, an RJA Supplemental Questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President  
**RJA Management Services, Inc.**  
550 W. Duarte Road, Suite 6  
Arcadia, CA 91007  
EOE  
[www.rjamanagement.com](http://www.rjamanagement.com)

Applications will be accepted until the position is filled with priority consideration given to completed applications received by

**May 14, 2004.**

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications.

Additional information about **San Diego State University** can be obtained on the University's internet website address:

[www.sdsu.edu](http://www.sdsu.edu)

**RJA**