



California Institute of Advanced Management

MANAGEMENT THAT MATTERS

Human Resources Generalist Job Listing

ABOUT CIAM

The California Institute of Advanced Management (CIAM) is a nonprofit graduate university that produces socially responsible and globally oriented business leaders who will make positive changes in their communities. CIAM values and promotes a culture respecting ethics, integrity, and the fulfillment of duty to our constituents, employees, and society. These are values that flow directly from the wisdom and philosophy of Peter F. Drucker.

POSITION:

Job Title: Human Resources Generalist

Department: Human Resources

SUMMARY:

The Human Resources Generalist oversees day-to-day HR operations, including recruitment, onboarding and offboarding, payroll and benefits administration, employee relations, compliance, performance management, communications, and workplace safety. This role serves as a key liaison between employees and management, ensuring effective HR programs, regulatory compliance, and a positive employee experience. This position reports to the Director of People, Culture, and Performance.

ESSENTIAL RESPONSIBILITIES:

Recruitment & Onboarding

- Support full-cycle recruiting, interviewing, and hiring, particularly for professional and management positions.
- Partner with managers to identify staffing needs and maintain accurate job descriptions.
- Coordinate onboarding and offboarding processes.
- Conduct exit interviews and recommend improvements.
- Manage terminations, unemployment claims, and related documentation.

Compensation & Benefits

- Administer employee benefits programs and provide employee support regarding benefits.
- Process payroll, timecards, and employee records updates.
- Ensure wage and scheduling compliance for part-time, and adjunct professors.

Compliance & HR Operations

- Maintain HRIS records, personnel files, and required reporting.
- Monitor attendance and ensure compliance with company policies.
- Develop, update, and enforce HR policies and procedures.
- Stay current on employment laws, regulations, and HR best practices.
- Maintain compliance with federal, state, and local employment requirements.

Employee Engagement & Retention

- Serve as a trusted HR resource for employee questions and concerns.
- Support employee engagement, wellness, recognition, and retention initiatives.



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- Partner with leaders to foster a positive workplace culture.
- Coordinate employee training on workplace policies and professional conduct.
- Identify and communicate retention and engagement concerns to leadership.

Performance Management & Employee Relations

- Advise managers and employees on HR policies, performance issues, and employee relations matters.
- Support performance management processes and documentation.
- Assist with investigations, accommodations, disciplinary actions, and terminations.

Communications

- Support internal HR communications and organizational messaging.
- Maintain HR web content, employee distribution lists, and business-critical communications.
- Promote consistent HR branding and company values.

Safety & Risk Management

- Assist with workplace safety programs, training, and compliance.
- Conduct incident investigations and recommend preventive actions.
- Manage OSHA recordkeeping and workers' compensation reporting.
- Partner with supervisors to ensure employees are trained on workplace safety requirements.

Additional Duties

- Perform other related duties as assigned.

SKILLS AND ABILITY REQUIRED:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite, HRIS system, or related software.

EDUCATION AND QUALIFICATIONS

- Bachelor's degree from a four-year college or university or similar work experience required
- 3+ years of experience in progressively responsible human resource roles
- PHR/SPHR certification preferred, but not required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



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PHYSICAL REQUIREMENTS: The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding.
- The employee is occasionally required to reach with hands and arms; stoop and kneel. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Acute hearing is necessary for telephone and in-person communication with callers and assisting patients, and visual acuity sufficient to read a computer screen and paper documents.

BENEFITS SUMMARY

Salary will be commensurate with experience and internal equity. Benefits include a comprehensive health and wellness plan, tuition remission program for employee, spouse, and dependent children, a 401K retirement plan, and a personal time off (PTO) plan. Employment is contingent upon successful completion and clearance of a background check and employment verification.

SALARY RANGE: \$70,000 to \$80,000

Additionally, CIAM's Annual Safety and Security Report 2022-2024 report is available to you. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at <http://ciam.edu/new/campus-safety> . You may also request a paper copy from the Student Services/ Title IX office.