HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: Human Resources Generalist

DEPARTMENT: Human Resources

REPORTS TO: Director of Human Resources

FLSA STATUS: Non-Exempt/Hourly

APPROVED: **October 2020**

JOB SUMMARY: The Human Resource Generalist oversees and performs a broad range of various professional, administrative, and confidential support and routine functions of the Human Resources (HR) department.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Supports the administration of day-to-day operations of the HR department by carrying out responsibilities in the following areas, performing other duties as assigned.

1. **Recruitment & Onboarding**
    - Facilitates various recruitment tasks according to agency policies and procedures.
    - Writes, compiles, and publishes recruitment advertisements with various media outlets.
    - Oversees position recruitment postings, responds to candiates, and routes application packets to hiring teams.
    - Answers inquiries from potential applicants about job opportunities. Responds to candidates about status of recruitment.
    - Oversees the recruitment filing and application tracking systems, records the recruitment process including documentation of recruitment status, activities, actions, and results.
    - Maintains the recruitment filing system for complete “job file” documentation.
    - Tracks completion of required items and the return of documents prior to the start date of newly hired employees.
    - Arranges and ensures the tracking and completion of applicable pre-hire screening and new hire requirements.
    - Provides administrative support for arranging new hire group orientation workshop trainings. Sends meeting invitations, confirms attendance, prepares handouts, and tracks training completion.
2. **Department Development**
    - Assists with the development and implementation of programs, procedures, and guidelines to align the HR department with agency goals.
    - Conducts various administrative support tasks related to maintaining employee recognition and wellness programs, assisting with benefits and retirement coordination, and tracking systems related to distribution and collection of related items.
    - Oversees completion and maintains tracking of various HR training and development initiatives including all levels of new employee orientation, in-service and eLearning training, annual performance evaluations, goals review, etc.

- Coordinates, prepares, and assists with presenting HR department content for various workshops, trainings, and meetings. Helps with developing content and design, setting-up technology, facilitation, etc.
- Works on special projects as assigned, including conducting research and analysis, obtaining feedback, as well as communication, implementation, and post-project reflection.
- Participates in the process of teaching, training, and mentoring student interns, and volunteers working within the program area.

3. **Employee Relations**
    - Establishes and maintains effective working relationships with those contacted in the course of work.
    - Provides resources and information to employees of the agency, responding to inquiries and providing guidance on policy and procedures.
    - Coordinates meetings and other arrangements for the HR team.
    - Participates in agency committees as applicable. Represents the HR department in applicable meetings and attends community functions.
4. **Recordkeeping & Compliance**
    - Maintains knowledge of trends, best practices, regulatory changes, and new technologies pertinent to human relations, talent management, and employment law.
    - Creates and maintains personnel files and the HR department's general filing systems in accordance with record retention requirements. Responds to requests for info from personnel files. Maintains file tracking and audits for required documentation ensuring compliance with regulations.
5. **Correspondence**
    - Creates and distributes various HR department documents and correspondence.
    - Reviews forms, documents, and other finished materials for completeness, accuracy, format, and compliance.
    - Processes incoming mail, including the HR department's email address. Files and responds to inquiries as applicable.

EDUCATION &/or EXPERIENCE:

- Required:
    - Bachelor's degree with emphasis in human resources, communications, business administration, or other related discipline.
    - Two (2) years of administrative support experience.
- Preferred:
    - Experience working in a confidential, centralized human resources setting and/or for a diverse organization with 100 employees or more.
    - Two (2) to four (4) years of experience in the human resources field.
    - Experience with HRMS/HRIS systems.
    - Professional Human Resources certification (HRCI or SHRM).
    - Experience working for a health or social services organization.

- Desired:
    - Bilingual English/Spanish.

LICENSES OR CERTIFICATES:

1. Licenses or certificates are not required for this position.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.

JOB SKILLS/KNOWLEDGE:

1. Ability to function effectively within a multi-service, community-based nonprofit agency.
2. Ability to work as part of diverse teams made up of various occupations, collaborating for common goals. Ability to coordinate among multiple department programs and services.
3. Broad, generalist-level working knowledge of the human resource field.
4. Possess strong administrative and organizational knowledge, skills, and abilities.
5. Ability to act with integrity, professionalism, and confidentiality.
6. Ability to learn quickly and remain flexible while working in a constantly changing environment.
7. Ability to be service-oriented. Possess an alertness for projects and opportunities to assist others.
8. Possess critical thinking skills. Ability to use good judgment, be resourceful, and solve problems.
9. Ability to self-start and take initiative to identify issues and improve current practices.
10. Possess attention to detail and ability to maintain a high-quality of work.
11. Ability to be achievement-oriented, seeing projects and/or tasks through from inception to completion.
12. Ability to be dependable, follow instructions, respond to direction, and improve performance through feedback.
13. Ability to maintain strong, effective interpersonal work relationships.
14. Ability to maintain a positive attitude and to act with tact and diplomacy.
15. Ability to be respectful and helpful to others and to work cooperatively.
16. Ability to communicate effectively with others in verbal and written form.
17. Ability to be self-directed, work independently, and to self-monitor with limited direction.
18. Ability to manage time effectively and meet deadlines without reminders. Ability to plan and prioritize tasks.
19. Possess basic recordkeeping skills and ability to maintain accurate files and records.
20. Ability to maintain excellent attendance and punctuality records.
21. Ability to collect, research, analyze, interpret, evaluate, and audit information from various sources. Ability to present information and data.
22. Ability to prepare comprehensive reports, forms, correspondence and other written materials.
23. Ability to understand and incorporate detailed requirements into action plans and implement

them.

24. Ability to interpret and comply with program requirements, regulations, and contracts.
25. Ability to represent the agency professionally and effectively in meetings with internal and external stakeholders.
26. Ability to speak publicly and privately about agency programs and to participate in various outreach efforts as required.
27. Possess strong basic computer skills. Ability to implement, navigate, use, and maintain various software and database programs.
28. Proficiency with the latest Microsoft Office applications.
29. Proficiency with or ability to quickly learn relevant computer programs and software (e.g. HRIS and LMS).

SUPERVISORY REQUIREMENTS:

1. This position has no supervisory requirements.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer for prolonged periods of time, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**-Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						***Twisting/Turning***					
Under 10 lbs.				X		Reach over shoulder			X		
11-20 lbs.			X			Reach over head		X			
21-50 lbs.		X				Reach outward			X		
51-100 lbs.	X					Climb	X				
Over 100 lbs.	X					Crawl	X				
						Kneel	X				
Pushing/Pulling						Squat		X			
Under 10 lbs.				X		Sit					X
11-20 lbs.			X			Walk-Normal Surfaces				X	
21-50 lbs.		X				Walk-Uneven Surfaces		X			
51-100 lbs.	X					Walk-Slippery Surfaces	X				
Over 100 lbs.	X					Stand			X		
Other						***Driving***					
Keyboard/Ten Key				X		Automatic Trans	X				
Fingering (Fine dexterity)				X		Standard Trans	X				
Handling (grasping, holding)				X							
Repetitive Motion-Hands				X							
Repetitive Motion-Feet		X									

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature Date