

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: **November 2021**

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 including, but not limited to: recruitment, onboarding, and compliance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Supports the administration of day-to-day operations of the HR department by carrying out responsibilities in the following areas:

1. Recruitment

- Facilitates recruitment tasks according to agency policies and procedures.
- Writes, compiles, and publishes recruitment advertisements with various media outlets.
- Oversees position recruitment postings, responds to candidates, and routes application packets to hiring teams.
- Answers enquiries from potential applicants about job opportunities. Responds to candidates about status of recruitment, either verbally or in writing.
- Oversees the recruitment filing and application tracking systems, documenting recruitment status, activities, actions, and results.
- Maintains documentation of recruitment campaign data including job post date and locations, application deadlines, relisting dates, interview dates, candidate letters, etc.
- Tracks completion of required items and the return of documents prior to the start date of newly hired employees.
- Maintains position recruitment postings, including refreshing postings and preparing documentation for the Finance department as appropriate.
- Maintains the recruitment filing system for complete “job file” documentation.

2. Onboarding

- Tracks and ensures completion of applicable pre-hire screening requirements, such as reference checks, background checks, etc.
- Schedules and conducts HR new employee orientation meetings, coordinating with the hiring supervisor and relevant team members, as applicable.
- Prepares paperwork for HR new employee orientation meetings.

- Provides administrative support for arranging new hire group orientation workshop trainings. Sends meeting invitations, confirms attendance, prepares handouts, and tracks training completion.

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.
- Acts in a manner consistent with agency values.

4. General Operations

- Assists with the development and implementation of programs, procedures, and guidelines to align the HR department with agency goals.
- Processes incoming mail, including the HR department's email address. Files and responds to inquiries as applicable.
- Creates and distributes various documents and correspondence as requested by the HR team.
- Reviews forms, documents, and other finished materials for completeness, accuracy, format, and compliance.
- Works on special projects, and other duties, as assigned.

5. Record Keeping & Compliance

- Maintains current familiarity with various labor laws and regulations pertaining to employment, including, but not limited to, the Equal Employment Opportunity Commission (EEOC), California Labor Code, the Fair Labor Standards Act (FLSA), Title VII of the Civil Rights Act, California Fair Employment Housing Act (FEHA), as well as Americans with Disabilities Act (ADA).
- Maintains the tracking of company safety and health programs including safety/incident reports, OSHA compliance, and safety drills.
- Creates and maintains personnel files and the HR department's general filing system in accordance with record retention requirements. Responds to requests for info from personnel files. Maintains file tracking for required documentation ensuring compliance with regulations.
- Performs various file/record audits to ensure that all required documentation is collected and maintained.
- Maintains tracking systems for various training and development initiatives including completion of all levels of new employee orientation, sexual harassment prevention training, performance evaluations, and mid-year goals review, etc.

- Maintains “No Longer Interested” correspondence for Department of Justice (DOJ) Live Scan reporting.
- Maintains the Office of Inspector General (OIG) reports for new employees and/or contractors and completes a full review of applicable employees, quarterly.
- Maintains EEOC surveys completed by employees at the time of hire, and completes the annual, mandatory EEO-1 Component 1 report.

EDUCATION &/or EXPERIENCE:

- Required:
 - Bachelor’s degree with emphasis in human resources, communications, business administration, or other related discipline AND two (2) years of administrative support experience.
- OR**
- Minimum of two (2) years of experience in the human resources field.
- Preferred:
 - Experience working in a confidential, centralized human resources setting and/or for a diverse organization with 100 employees or more.
 - Experience with HRMS/HRIS systems.
 - Experience working for a health or social services organization.
 - Bilingual English/Spanish.

LICENSES OR CERTIFICATES:

1. Valid California Driver’s License, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.
2. HR Certification Institute Professional of Human Resources (HRCI-PHR) or Society of Human Resources Management Certified Professional (SHRM-CP) preferred.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.
2. Requires Motor Vehicle Report verification.

JOB SKILLS/KNOWLEDGE:

1. Broad, generalist-level working knowledge of the human resource field.
2. Ability to collect, research, analyze, interpret, evaluate, and audit information from various sources.
3. Basic recordkeeping skills and ability to maintain accurate files and records.
4. Ability to prepare comprehensive reports, forms, correspondence, and other written materials.

5. Ability to interpret and comply with state and federal law, and program requirements, regulations, and contracts.
6. Ability to learn quickly and work in a constantly changing environment with individuals of various backgrounds and abilities.
7. Ability to be self-directed, work independently, and to self-monitor with limited direction.
8. Ability to communicate clearly and concisely, both written and orally, with co-workers, community members and in presentations and/or meetings.
9. Ability to prioritize tasks, manage time effectively, and meet deadlines without reminders.
10. Excellent interpersonal and social interactions that demonstrate ability to work well as part of a team and contribute to effective work relationships.
11. Demonstrates good judgment, positive attitude, resourcefulness, flexibility, attention to detail, and problem-solving skills.
12. Ability to act with integrity, professionalism, and confidentiality.
13. Ability to maintain excellent attendance and punctuality.
14. Ability to keep immediate and surrounding work area neat and organized in a manner consistent with a professional administrative environment.
15. Ability to be dependable, follow instructions, respond to management direction, and improve performance through feedback.
16. Proficiency in Microsoft Office, including Word, Excel, PowerPoint, Outlook, and relevant computer programs and software (e.g. HRIS software).

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						Driving					
Under 10 lbs.			X			Squat		X			
11-20 lbs.			X			Sit					X
21-50 lbs.		X				Walk-Normal Surfaces				X	
51-100 lbs.	X					Walk-Uneven Surfaces			X		
Over 100 lbs.	X					Walk-Slippery Surfaces		X			
						Stand			X		
Other							X				
Keyboard/Ten Key					X						
Fingering (Fine dexterity)					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