

JOB DESCRIPTION



Job Title:	Human Resources Generalist	
Location:	Old Warm Springs Administrative Office	
Department:	Human Resources	
Position Supervises:	None	
Reports to:	Human Resources Manager	
Salary Grade:	Type of position:	Hours <u>40</u> / week
Board Approval Date: _____	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

DEFINITION

Assists in the day-to-day operations of the Human Resource office. Assist in the administration of the Human Resources policies, procedures and programs.

ESSENTIAL FUNCTIONS

1. Responsible for all human resource activities to include but not limited to: recruitment and retention, compensation, labor relations, benefits, training and development, worker's compensation, unemployment insurance, disability, leave of absences.
2. Oversees and coordinates all human resource administrative procedures and documentation processes, in accordance with all applicable federal and state regulations and Agency policy.
3. Interview job applicants; review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
4. Develop and maintain relationship with employment agencies, universities and other recruitment sources.
5. Serve as backup for Kidango Internal Temp program. Provide staff with hands on support and manage staffing requests from center locations.
6. Maintain job documentation, job description and job evaluation systems.
7. Conduct new employee orientations.
8. Administer and explain benefits to employees, serve as liaison between employees and insurance carriers.
9. Recommend, develop and schedule training and development courses.
10. Provide advice, assistance and follow-up on company policies, procedures, and documentation.

11. Coordinate the resolution of specific policy-related and procedural problems and inquiries.
12. Maintain human resource databases, computer software systems, and manual filing systems.
13. Develop and recommend operating policy and procedural improvements.

CORE COMPETENCIES

- Skilled at social emotional relationships with staff, families, children and the community.
- Works as a member of the agency team by promoting the mission and philosophy of the agency.
- Ability to work effectively with a diverse group of people.
- Provides excellent customer service to all staff, clients, and contacts of agency.
- Advocates on behalf of all children, families, and staff of agency.
- Fundraises and seeks opportunities to optimize and increase agency resources.
- Maintains confidentiality of children, families and staff.
- Participates in activities that further professional growth of self and staff.
- Strong oral, written communication skills with the ability to communicate effectively with people from a wide range of backgrounds.
- Strong computer skills.
- All other duties as assigned by the Supervisor and/or the Deputy Director/Executive Director.

QUALIFICATIONS

- B.A. degree or equivalent required.
- Bilingual Spanish Preferred
- Knowledge of and experience in compensation practices, labor law, staff orientation, and staff recruitment preferred
- Minimum of 2 years experience in similar or related position preferred.
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

OTHER REQUIREMENTS

- Must be 18 years or older
- Health screening, TB and fingerprint clearance (Department of Justice, FBI, Child Abuse Index)
- Possession of a valid California Driver's License or California ID. Use of an insured, non-agency vehicle (if applicable).
- CPR and First Aid Certificate and Infectious Disease Prevention training or completion within three months of hire. (As required by Licensing)
- Travel as needed to agency, community and state functions.

Equal Opportunity Employer/Drug Free Workplace

HOW TO APPLY: To apply for this position please complete an application at
<http://www.kidango.org/careers/opportunities.html>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.