



Position Title: Human Resources Specialist

Report to: Senior Director of Finance & Operations

DESCRIPTION OF ORGANIZATION: Taller San Jose Hope Builders is a highly focused, goal-oriented program that targets young adults, ages 18-28, who are caught in a cycle of crime and poverty and need marketable job skills in order to become productive self-reliant adults. Hope Builders focuses on young people who are unemployed, low income, undereducated, impacted by violence either through gang involvement or their families, pregnant or parenting and are ready for change. Since 1995, Hope Builders has helped over 5,450 young people to restructure their lives, finish their education and develop marketable job skills. More information can be found on our website at www.tsjhopebuilders.org

In addition, Hope Builders Construction Company employs construction trainee for the Hope Builders construction training program in a supervised paid externship program with area employers. The paid externship provides the opportunity for program participants to further refine their skills, enhancing their ability to build a self-reliant future. Hope Builders Construction Company is a non-profit subsidiary of Hope Builders.

POSITION SUMMARY: The Human Resources Specialist works closely with the Sr. Director of Finance to provide HR support to Management and employees. This position provides coordination for human resources policies, programs including benefits, and practices that support strong employee relations.

ESSENTIAL JOB FUNCTIONS: (Other duties may be assigned)

- **Recruitment; On-boarding/Off-boarding Process:** Consists of posting job openings, job offers, applicant screening, ensures new hire paperwork is completed and processed, conducts new employee HR orientation, facilitating the off-boarding process including conducting exit interviews.
- **Payroll Processing:** Responsible for employee master payroll updates including pay rates and managing payroll benefit deductions for bi-weekly payroll utilizing QuickBooks. Consults on payroll questions on timesheets and compliance.
- **Employee Benefits:** Hold open-enrollment meetings and assist employees with benefits enrollments/changes, leave of absence administration, processing workers compensation claims. Responsible for timely submission of benefit reports and reporting requirements.
- **Compensation:** Prepares and analyzes wage and salary reports and data to determine competitive compensation plan. Administers salary administration and performance review program to ensure effectiveness, compliance, and equity within organization
- **Compliance:** Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; explain HR policies, procedures and laws to

employees, maintaining employee records as to ensure accuracy and compliance, and updating organization policies on an as needed basis.

- **Record Keeping:** Keeps records of benefits plans participation such as insurance and 401K/A, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
- **Employee Relations:** Provides management direction and counseling, listening and resolving employee grievances, and facilitating the coaching process; conduct investigations; maintaining records; representing the organization at personnel-related hearings and investigations.
- **Employee Engagement:** Help with organizing employee social activities and staff development opportunities. Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment

EDUCATIONAL REQUIREMENTS

- Bachelor's Degree with preferred major in Human Resources, Business Administration or Business Management.
- PHR or SHRM Certificate, a plus

SKILL AND EXPERIENCE REQUIRMENTS

- Minimum of two years of experience in human resources or related field, preferably with nonprofits
- Proficiency with Microsoft Office applications
- Excellent written and oral communication skills
- Good interpersonal skills; comfortable presenting oneself at meetings
- A strong commitment to confidentiality
- Demonstrated experience in handling multiple assignments and tight deadlines
- Payroll processing experience and knowledge preferred
- Strong administrative, organization skills and attention to detail
- Strong analytic and problem-solving skills
- Ability to work as a team player

ADDITIONAL REQUIREMENTS:

In order to be successful, the position requires the ability to clearly understand all aspects of human resource principles and processes. Must demonstrate an understanding of and have a strong commitment to the organization's values and culture in order to achieve the mission of Hope Builders.

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

Compensation & Work Hours

This is a part-time, hourly; non-exempt position. Hours are flexible; however, limited evening or weekend work may be required.

Hourly rate is \$25.00 but negotiable based on experience. We offer medical, dental, and vision benefits and 401(k) retirement plan is available.

.....

This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties, compensation package, and benefits as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.