POSITION: Human Resources Specialist

REPORTS TO: Executive Director/Director of Finance

POSITION SUMMARY: The Human Resources Specialist performs a wide variety of professional level human resources functions including – onboarding staff, administering benefits and compensation programs, resolving employee relations issues, counseling staff and advising managers and supervisors, conducting exit interviews, and implementing human resources policies and laws. This individual works closely with leadership team to provide a positive employment experience and promote employee engagement. Additionally, the HR Specialist serves as the primary full-cycle recruiter, screening, scheduling interviews, and working closely with the hiring supervisor to identify the best fit for the position and organizational culture.

KEY RESPONSIBILITIES:

Recruitment
- Communicate with supervisors to identify staffing needs
- Post jobs, phone screen, coordinate in-person interviews, and handle pre-boarding paperwork for all new hires (full-cycle recruitment)
- Spearhead the onboarding process by building an orientation schedule and leading the facility tours
- Administer exit interviews

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
- Responsible for employee master payroll updates including pay rates and managing payroll benefit deductions for bi-weekly payroll utilizing QuickBooks. Consults with the Controller on payroll questions on timesheets and compliance.
- 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.

Employee Relations
- Help with organizing employee social activities and staff development opportunities. Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- 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.

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.

QUALIFICATIONS:
- Good interpersonal skills; comfortable presenting oneself at meetings
- A strong commitment to confidentiality
- Payroll processing experience and knowledge preferred
- Excellent organizational skills; Meticulous; Ability to self-start and multi-task; Must thrive on diverse assignments and deadlines
- Excellent oral and written communication skills reflecting solid customer service both in person and over the telephone
- Effectively assess and execute the following: guiding, supporting, confronting, and advising
- Successful completion of background check required
- Must have a valid CA Driver’s License, reliable transportation, and meet state required automobile insurance minimums
- Bachelor’s degree in Human Resources Management with a minimum of two years of experience in human resources or related field, preferably with nonprofits

ADDITIONAL REQUIREMENTS:

Essential Values-Based, Leadership and Management Competencies
- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees 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 and Benefits
Salary range $27-$32 per hour related to experience. For regular full-time employees, full medical, dental, and vision benefits are offered. Additional benefits available including 401(k) retirement plan. Generous paid-time off and extended leave benefits included. Full time position at 40 hours a week with rare weekends and evening work.

HOW TO APPLY: Please send resume and any other supplemental documents to HR@tjshopebuilders.org