

## Job Announcement



**Position: Human Resources Generalist**

**Department: Operations**

**Reports to: Operations & Compliance Manager**

**Supervisory Responsibilities: None**

**Date:** 05/19/2020

**Classification: Exempt**

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The Human Resources Generalist is responsible for all human resource related matters, including the development and implementation of agency personnel policies, procedures and practices, employee benefits administration, monitoring employee/AmeriCorps relations issues, processing of all personnel actions and day-to-day operations of Human Resources. The Human Resources Generalist interacts with employees, managers, directors, and AmeriCorps partners on issues including, but not limited to, employment, benefits, policies and procedures, complaints, and disciplinary action. The Human Resources Generalist must maintain the agency's standard of strict confidentiality. The Human Resources Generalist advises the CEO and Leadership Team on matters relative to the duties below.

### **Essential Duties and Responsibilities:**

#### **Employee/AmeriCorps Relations**

- Conduct employee/AmeriCorps relations investigations, with advisement from legal counsel and in compliance with employment laws and AmeriCorps regulations.
- Review employee/AmeriCorps grievance complaints. Analyze the situation and determine if an investigation is warranted.
- Coach staff and management on employee relations issues, as necessary.
- Facilitate a positive work environment which supports the agency's mission and values by staying in touch with employee morale and making recommendations for action as needed.

#### **Recruitment**

- Maintain, update, and post internal job announcements of open positions.
- Design and post external job announcements and place employment ads with various advertising outlets as requested.
- Ensure that positions posted on the agency website are current and accurate.
- Respond to employment inquiries.

- Screen and route qualified resumes/applications to hiring supervisors.
- Assist managers by conducting telephone interviews, personal interviews and reference checks, as needed.
- Coordinate temporary assignments from employment agencies.

### **Personnel Policies, Procedures and Practices**

- Develop, implement and interpret agency personnel policies, procedures and practices, including the CAP Center Employee Handbook.
- Respond to employees' inquiries regarding personnel policies, procedures and practices.

### **Workers' Compensation and Safety**

- Process and monitor workers' compensation claims for employees and AmeriCorps members.
- Answer employee and AmeriCorps member questions regarding temporary or permanent disability benefits.
- Participate in the Safety Committee.
- Make recommendations for return to work alternatives for employees and AmeriCorps members including, but not limited to, making arrangements for modified duty for injured employees.
- Conduct safety training for employees.
- Create and post OSHA Log 300 in a timely manner.

### **New Employee Orientation and Terminations**

- Process paperwork for new hires; meet with new employees to discuss requirements and ensure that all required documents are submitted and forms are completed.
- Review benefits packages with new employees and ensure that paperwork is processed properly.
- Conduct new employee orientation.
- Process all paperwork for terminating employees, including but not limited to, final paycheck, exit meeting, notification of COBRA rights, and answer questions and assist employees in the termination process.
- Process unemployment claims and attend unemployment hearings as necessary.

### **Benefits Administration**

- Process employee health and welfare plans, including enrollment and termination; complete the documentation and coordinate with Payroll and insurance providers to ensure accurate record keeping and proper deductions.
- Coordinate and facilitate annual benefits open enrollment. Follow up with all

- employees to obtain necessary paperwork.
- Counsel employees to ensure their understanding of the agency's benefit programs as needed.
  - Coordinate and facilitate the annual benefits open enrollment.

### **Job Descriptions**

- Develop and update job descriptions to ensure consistent quality and content.
- Evaluate new or revised job descriptions and make recommendations for placement in the appropriate salary range.
- Review proposed organization structure and/or position changes with managers, offering guidance and making recommendations.

### **Employee Records**

- Create and maintain employee files while assuring legal compliance.
- Update employee records to reflect changes or updates (i.e. evaluations, salary scale adjustments, job changes, etc.).
- Generate reports including, but not limited to, census information, evaluation lists, late evaluation lists, safety reports, new hire and termination reports as needed or requested by executive management.
- Receive and maintain fingerprint clearance records from Department of Justice for employees.

### **Leaves and Accommodations**

- Process requests for employee leaves of absences, Americans with Disabilities Act (ADA) accommodations, Family Medical Leave Act (FMLA) leaves, Pregnancy Disability Leaves (PDL), etc.
- Create and distribute all necessary documents and distribute them in a timely manner to comply with federal and state employment laws.
- Monitor all employee leaves, coordinate with employees and health care providers to acquire appropriate paperwork and ensure that the duration of leaves is in compliance with legal regulations.
- Follow up with the appropriate employees and supervisors regarding extensions and return to work dates, as necessary.

### **Other Duties**

- Participate in the CAP Center Connection Crew.
- Other duties and projects as assigned.
- Support other organizations to whom the CAP Center may provide HR support.

## **Minimum Qualifications:**

### **Education and Experience**

- A Bachelors degree in Human Resources Management, Business Administration or a related field is required.
- Three years related experience in Human Resources is required. Additional related education may be substituted for experience.

### **General Knowledge**

- Must be able to read, write, speak and understand the English language.
- Working knowledge of current federal and state labor laws and regulations pertaining to wage, hours, benefits, Equal Employment Opportunity regulations, Americans with Disability Act laws and workers' compensation.
- General knowledge of human resources information systems and payroll systems.
- Prior experience in a nonprofit environment is preferred.
- Knowledge of AmeriCorps policies and procedures is a plus.
- Must have excellent writing, editing, and proofreading skills.
- Intermediate knowledge of: MS Word, MS Excel, Outlook, PowerPoint, Visio, Publisher and web navigation techniques.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Basic mathematics including addition, subtraction, division and multiplication.
- Ability to develop and maintain record keeping systems and procedures.
- Ability to maintain a professional and confidential work environment.
- Knowledge of the child abuse prevention field, policies, and programs is preferred.

### **Organizational Ability**

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Ability to manage simultaneous tasks and competing deadlines.
- Excellent organizational skills and ability to manage multiple tasks in an efficient manner.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

### **Communication and Relationship Skills**

- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to perform in a team.
- Ability to work with individuals and team with diverse economical, social, educational and cultural backgrounds.

- Able to deal with highly emotionally people on a professional and courteous manner.
- Ability to effectively coordinate and facilitate meetings and trainings.

### **Analytical Skills**

- Excellent problem identification, coaching, mediation and resolution skills.
- Ability to work through complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to set work priorities.
- Ability to develop, plan, and implement short-, mid- and long-range goals.

### **Physical/ Psychiatric Requirements**

- Must be able to report to work on a regular and reliable basis.
- Ability to lift, carry, push and pull up to 30 pounds.
- Able to deal with stressful situations.

### **Other Qualifications**

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend shifts.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must be able to travel between sites and to offsite events as needed, including some overnight travel.
- Must pass a Criminal History check consisting of: DOJ and FBI checks as well as a search of the National Sex Offender Public Registry Website (NSOPW).

### **Please send cover letter, resume and salary requirements to:**

The Child Abuse Prevention Center Attn: Human Resources  
4700 Roseville Road  
North Highlands, CA 95660 Fax: 916-244-1935  
E-mail: [kdobson@thecapcenter.org](mailto:kdobson@thecapcenter.org)

#### *Equal Opportunity Employer*

*The **Child Abuse Prevention Center** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

**Approvals:**

Employee \_\_\_\_\_ Date \_\_\_\_\_

CFO \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Manager \_\_\_\_\_ Date \_\_\_\_\_

President & CEO \_\_\_\_\_ Date \_\_\_\_\_