



California Human Development

Creating opportunities for people to rise above barriers in their pursuit of better lives

PROGRAM/DEPARTMENT: Administration	CHD is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment, selection, and placement of all personnel.	
LOCATION: Santa Rosa	CHD is an Equal Opportunity Employer	
JOB DESCRIPTION TITLE: Human Resource Generalist	POSITION STATUS: Regular Full Time	FLSA STATUS: Exempt
SALARY: Grade 12	PROGRAM HOURS: 8 a.m. to 5 p.m. Monday thru Friday	

PROGRAM DESCRIPTION: Human Resources administration for all programs administered by California Human Development.

SUMMARY: The Human Resources Generalist is responsible for performing a wide variety of HR duties at a professional level in the functional areas of safety, workers' compensation, recruitment and benefits administration. Assist the HR Director with resolving employee relation issues, counseling staff, managers and supervisors. The HR Generalist will conduct exit interviews and interpret HR policies and laws as needed. The HR Generalist will assist the HR Director and the HR Department when necessary in researching, compiling, analyzing, and reporting HR statistical information.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the HR Director, the HR Generalist performs the essential responsibilities and duties including:

- A. Maintains compliance with federal, state and local employment laws and regulations.
- B. Responsible for employee benefit administration including liaison with vendors, maintaining integrity of HR benefit data and benefit interface with Payroll.
- C. Manages the leave of absence program.
- D. Participates in employee relations including disciplinary actions.
- E. Responsible for Affordable Care Act compliance.
- F. Responsible for workers compensation claims and liaisons with carrier and broker.
- G. Coordinates with broker, third party administrator and investment company for the 403(b) retirement plan.
- H. Collaborates with HR Director to establish and maintain a strong safety program.
- I. Monitors ongoing facility inspection reports and takes action as necessary, including corrective action notices. Inspects CHD facilities with loss control person from workers compensation carrier and responds to any issues found.
- J. Conducts workplace safety investigations.
- K. Responsible for workers' compensation claims and return to work program.
- L. Facilitates and provides new hire orientation.

- M. Conducts, analyzes and reports on all exit interviews.
- N. Participates in organizational training and development efforts.
- O. Compiles and analyzes reports from HRIS database as needed.
- P. Prepares reports, spreadsheets and reconciliations.
- Q. Maintains confidentiality of sensitive documents and employee information.
- R. Requires travel throughout the CHD service area.
- S. Receives requests for business cards, places orders, reviews proofs for accuracy, and distributes cards to the various CHD offices.
- T. Provides new employees with e-mail and access to CHD's network.
- U. Terminates e-mail and access to CHD's network for former employees and coordinates with the manager regarding e-mail forwarding and access to the former employee's documents.
- V. Actively participate in the safety program and provide meaningful suggestions for working safely.
- W. Other duties as assigned

KNOWLEDGE SKILLS AND ABILITIES:

LANGUAGE

- A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.
- B. Ability to conduct effective public relations.
- C. Ability to read, analyze and interpret brochures, contracts, correspondence or other governmental regulations in English.
- D. Spanish-speaking ability highly desirable.

MATHEMATICAL SKILLS:

- A. Ability to use arithmetic skills normally applied in this position.
- B. Create and interpret presentation charts and graphs.

REASONING ABILITY:

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables by using judgment that is consistent with standards, practices, policies, procedures and State and Federal regulations/laws.
- C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to solve problems and resolve conflicts effectively.
- F. Possess a dedicated interest in serving disadvantaged people. Possess a professional attitude towards fellow employees and clients served.
- G. Ability and desire to inspire motivate and lead individuals.
- H. Ability to maintain own psychological well-being.
- I. Ability to recognize and manage personal bias.
- J. Support current and evolving company culture.

SUPERVISORY RESPONSIBILITIES:

NONE

QUALIFICATIONS:**EDUCATION:**

- A. BA Degree in Human Resources or related field preferred.
- B. PHR preferred.
- C. Combination of education and experience sufficient to perform the essential functions of this position.

EXPERIENCE:

- A. Minimum of five years experience in HR department functions preferred.
- B. Proficient with Microsoft Office applications (Excel, Word, PowerPoint, Outlook)
- C. Prior experience with an HRIS database.
- D. Good punctuation, spelling, grammar and attention to detail a must.

WORKING CONDITIONS:**A) PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

Frequently: Sitting, Walking, Seeing, Hearing, Speaking,
Standing, Carrying

Occasionally: Stooping, Lift up to 40 lbs, Squatting, Kneeling,
Bending, Pushing/Pulling

Seldom: Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) WORK ENVIRONMENT:

This is a fast paced environment and the noise level is usually moderate. May have exposure to hazardous conditions and/or materials.

CERTIFICATES, LICENSES:

- Valid California Driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory California DMV printout of driving record.
- Fingerprint clearance is required for this position. After an offer of employment has been made, the candidate will be required to obtain fingerprint clearance prior to designated start date.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

Employee's Signature

Date

Supervisor's Signature

Date