



SERRA CENTER JOB DESCRIPTION

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DEPARTMENT: Administration

POSITION: Human Resource Generalist

DEFINITION: The Human Resource Generalist is a highly responsible position in the areas of job analysis, salary and benefit administration, payroll processing, recruitment, placement, employee relations and services, equal employment opportunity, performance management, personnel records, policies and procedures of the organization along with tracking employee development and orientation.

The position requires a thorough knowledge of state certification and licensing rules and other regulatory requirements including state and federal laws referencing safety, health and sanitation. Thorough knowledge of state of the art concepts and national trends addressing quality of life issues for those being served and staff training issues for staff, working with individuals being served is required. This position requires knowledge of team building and an ability to use persuasive leadership.

The Human Resources Generalist must possess a high level of organization and an ability to maintain systematic assessment and evaluating systems to ensure sound agency operations, as well as determine the effectiveness of the organization's services. This position requires self-initiative, self-motivation, independent decision making and positive public relations.

QUALIFICATIONS: Bachelor's Degree in Business, Personnel Management, Human Services or other related field, or a minimum of five (5) years experience in supervisory management in the developmentally disabled field. Must possess knowledge of computers – Excel, Word and Windows, as well as ten-key calculators. Ability to multi-task and meet deadlines is a must. Individual must possess initiative and work well with others in a team-oriented environment.

ACCOUNTABLE TO: This position reports directly to the Chief Executive Officer and works closely with the CFO.

EXAMPLES OF WORK DUTIES: (Any one position may not include all of the following, nor do all of the listed examples include all duties and responsibilities which may be required in each position).

1. Human Resources forecasting and planning personnel policy formulation and organizational development.
2. Recruitment, interviewing, orientation of new employees, performance appraisals, promotion, transfer and separation of employees.



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3. Coordination of training and development requirements, tracking necessary training needed and obtained by employees.
 - a. Pre-employment requirements such as CPR/FA certification, Annual Physical/TB, Mandated Reporter Training, HIPAA Training, etc.,
 - b. On-going, reoccurring training such as Monthly In-Service Training (ICF), Medication Certification (ICF), Annual Physical/TB (ICF), Sexual Harassment Training, etc., Other trainings as required by CA Law or agency licensure regulations.
 - c. Educational development – Direct Services Personnel (DSP) Training, other continuing education as applicable.

4. Wage and Salary Administration
 - a. Ensure payroll and tracking systems are set-up to adequately manage employee payroll deductions by item – Pre-tax Pension, Pre-tax health and dental, etc.
 - b. Consultation and management of employee pay policies, wage surveys, job evaluations, incentive and bonus plans and other types of compensation.

5. Employee Benefit Administration
 - a. Ensure adequate implementation, accrual, tracking and administration of agency pension plan, health and dental insurance participation and co-payments, vacation, holidays, leaves of absence, life insurance and claims.
 - b. Work with agency health insurance broker to obtain and ensure adequate plan coverage for the agency, as well as ensure that employees are fully informed of their benefits.

6. Coordination and monitoring of the implementation of corrective guidelines for consistency and legality, handling of grievances, service recognition and performance awards.
7. Coordination of employee attitude surveys, staff communication, suggestion systems and community relations program.
8. Develop, implement, supervise and maintain agency volunteer program to benefit agency operations.
9. Compilation of facts and figures for personnel/human resources planning in compliance with federal, state and local governments.
10. Participate in the planning and preparation of the HR/staffing component of the annual agency budget process.



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11. Work with the agency's Board of Directors as required. Prepare and present reports related to the HR function of the organization as requested.
12. Act as the agency's Safety Officer. Responsible for overseeing and implementing the agency's Health and Safety Program. To include coordination of meetings, recording minutes for agency record, and revisions of policy as required. Ensure agency compliance per OSHA regulations and Worker's Compensation.
13. Development and revision of job descriptions as necessary.
14. Knowledge of computer data entry, adhere to agency systems of record keeping – electronic and paper.
15. Coordination of the Employee Assistance (EAP) Program.
16. Coordination, consulting and tracking of promotions, transfers, personnel record keeping, productivity and motivation programs, exit interviews, EEOC compliance, affirmative action. To include maintaining the HR Database.
17. Participate as an active team member of the agency administrative management team.
18. Participate in Program staffing to observe and assess agency needs, assist with needed coverage.
19. Oversee the reporting of auto and property insurance claims for the agency. Work with the CFO, who will ensure completion of the claim.
20. Oversee and process the incoming mail for the agency. Open and date stamp mail daily and distribute accordingly, log incoming checks in the agency mail log, distribute.
21. Oversee implementation of agency communication systems.
 - a. Voicemail extensions – assigned as required
 - b. Mailboxes – assigned as required
 - c. Update agency voicemail greetings and directories.
 - d. Update and distribute agency administrative phone list.
22. Responsible for maintaining an open and positive relationship with organization staff and outside stakeholders.
23. Other duties as assigned by CEO or required due to organizational need.

I have read and understand the Job Duties and Responsibilities for the position of Human Resources Generalist.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____