



Title: Human Resource Generalist
FTE: Part-time
Report to: Executive Director
Location: The Fresno Center, Fresno Ca

Duties and Responsibilities:

Working closely with the Executive Team and under the supervision of the Executive Director, The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

Job duties include but are not limited to the following:

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

- Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Participates in developing department goals, objectives and systems.
- Administers the compensation program; monitors the performance evaluation program and revises as necessary.
- Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
- Develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Maintains company organization charts and the employee directory.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Perform related duties as required within the organization

Minimum Required Education and Experience:



- A bachelor's degree and three to five years of HR experience, or a master's degree in HR management and two years of experience in the HR field, or seven years of experience in the HR field, or any similar combination of education and experience.
- Excellent written and spoken communication skills.
- Strong knowledge of immigration, health services, and social services.
- Excellent Consultation skills.
- Ethical Practice.
- Global and Cultural Awareness.
- HR Expertise.
- Relationship Management.
- Strong interpersonal skills are essential-culturally respectful and able to work with individuals varying in ethnicity, culture, income, and educational levels.
- Flexibility in responding to the changing needs of a dynamic organization.
- Able to work independently and multi-task
- Computer skills-including but not limited to: Microsoft Word, Excel, Publisher, Power Point and email

Preferred Education and Experience:

- Master's degree in Human resources or related field preferred.
- SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential.
- 8-10 years of human resource experience.

Additional Eligibility Qualifications:

- SHRM-CP or SHRM-SCP certification or ability to obtain certification within 12 months of hire date.

Other Qualifications:

- Personal characteristics: positive attitude, personable, logical, analytical, self-initiative independent.
- Must have car and valid California Driver's License
- Subject to background check

CLOSING DATE: September 30th, 2018 @ 5:00 P.M. - *Position is contingent upon continued funding.*

To apply, please submit a cover letter, resume and three references via email pyang@fresnocenter.org, Human Resource Generalist in the subject line, or you can pick up an application at The Fresno Center, 4879 E. Kings Canyon Road, Fresno, CA 93727. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.