

POSITION: HR Manager – Full Time – Temporary 3 months
SALARY: \$41.40/hour, plus accrued leave, paid holiday, and daily paid lunch hour
REPORTS TO: Director of Administrative Services

THE ORGANIZATION:

Conard House, Inc. is a non-profit organization creating communities which empower people and restore hope. We work with a diverse adult population and strive for diversity, equity, inclusion and belonging by respecting experience, promoting inclusion, and building community. The position reports to the Director of Administrative Services who functions as the HR Director. The HR Manager is responsible for many aspects of Human Resources with particular emphasis on managing the ADP HR Database in coordination with the Payroll Accountant. The HR Manager oversees the employment cycle from recruitment to termination. The job requires interaction with 125 staff located at multiple work sites in San Francisco, coordination of benefits with outside vendors, and handling compliance issues. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. Conard House is a committed equal opportunity employer striving for cultural competency. People from diverse cultures are encouraged to apply.

QUALIFICATIONS:

Applicant must have an interest in human resources, database management, and benefit and employment law compliance. Must be computer literate and have fluent experience with Microsoft Office Word and Excel. Must be able to manipulate an HRIS and produce reports; ADP Workforce Now experience is a plus. Experience in a nonprofit setting preferred. Excellent communication and organization skills required. Applicant must maintain a high level of integrity and confidential handling of Protected Health Information (PHI), Personal Private Information (PPI), and staff employment information.

DUTIES:

- Manage the ADP Workforce Now HR database. Interface with ADP, resolve discrepancies with ADP, maintain accurate and up-to-date staff demographics. Manage personnel files and health records. Maintain Time and Attendance module by adding or transferring reporting supervisors. Produce reports for various analyses of staff information.
- Help with payroll on transmission day by contacting staff with outstanding timecards. Reviewing any missing info like holidays.
- Assist with Open Enrollment process in March-April for May 1 effective date. Work with Gallagher and ADP.
- Manage ongoing benefit enrollments, assist staff with changes and documentation. Assist with enrollment for new full time employees in benefits.
- Monitor recruitment procedures for all staff. Manage advertisements for open positions. Route applicants to appropriate hiring manager. Identify potential new recruitment strategies, particularly in social media. Conduct on-line background checks.
- Ensure completion of all paperwork for payroll and files. Monitor new hires in ADP and coordinate with Payroll. Complete onboarding new hires in Parachute.
- Coordinate Salary Adjustments. Enter changes into database and ensure accuracy of information to payroll. Develop and update wage information and reports. Process employee notification.
- Monitor health care enrollments quarterly and work with ADP to produce annual reports and forms. Ensure timely and accurate reporting and distribution.
- Manage Worker's Compensation Claims. File initial claims and monitor on-going claims. Ensure compliance. Report staff COVID cases on the same website.
- Coordinate termination of employment process. Provide final paycheck information to payroll. Offboarding staff with Parachute. Maintain separation packets for exiting employees. Process benefit termination with vendors.
- Monitor COBRA compliance. Assist COBRA administrator vendor in notifying and processing participants, documentation and payments.
- Manage Diversity statistics, complete annual CA Pay Data report, and enter data for the EEO1 and DPH diversity and language capability database.
- Monitor office phone coverage, provide relief when needed.
- Responding to internal and external inquiries as needed, e.g. employment verification, student loan forgiveness.

Mail/fax resume to above address, Attn: Carol Kossler, carolk@conard.org, Open until filled.

HR Manager 02-7-23