



The Chicano  
Federation

## Chicano Federation of San Diego County, Inc.

### JOB DESCRIPTION

**JOB TITLE:** Human Resources Generalist

**SALARY:** \$27.00 to \$30.00

**GENERAL FUNCTION:**

The Human Resources Generalist works closely with senior HR management. Performs HR related duties on a professional level managing confidential information. Roles and Responsibilities are in the following functional areas: benefits administration, performance management, recruitment, employment processing/onboarding, personnel records, employee and/or labor relations, training, employment law compliance, payroll, development and implementation for both policy/procedure and Affirmative Action plans.

**ESSENTIAL FUNCTIONS:**

- Administers various human resource plans and procedures for all company personnel.
- Assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Ensures new hire paperwork is completed and processed accurately and in a timely manner. Conducts new employee orientations.
- Explains human resources policies, procedures, laws and standards to new and existing employees.
- Performs benefits administration to include claims resolution, change reporting, COBRA notices, and communicating benefit information to employees on various plans.
- Workers' compensation claims management and audit support.
- Conducts recruitment efforts for all exempt and non-exempt personnel. Manages job postings.
- Understanding of FLSA and Multi-state payroll regulations.
- Manage company leave programs by effectively interpreting FMLA, ADA, and FFCRA implications as they relate to leaves of absences/disabilities and associated employer tax credits
- Assist in employee relations counseling, investigations, and Performance Improvement Plan (PIP) preparation.



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- Advise employees and supervisors about company personnel policies, benefits, and procedures, etc.
- Preparing and submittal of semimonthly payroll.
- Enters data into HRIS and payroll system (Paylocity) ensuring the accuracy of information
- Familiarity with Affirmative Action compliance
- Performs other related duties as required and assigned

### **EDUCATION:**

A bachelor's degree in Business Administration or Human Resources or equivalent work experience preferred.

Advanced knowledge of multiple human resource disciplines, including compensation practices, employee relations, diversity, performance management, and federal and state respective employment laws

### **EXPERIENCE:**

Two years of experience in a human resources administration role. Prior experience in a non-profit setting preferred.

Requires knowledge of computer applications and current software such as, MS word, excel and creating presentations. Ability to assess and prioritize work to meet deadlines.

### **OPERATING RESPONSIBILITY:**

Candidates should possess ability to adapt to a changing business environment. Have familiarity with California labor and employment laws in relation to all areas of Human Resources. Effective oral and written communication skills, excellent interpersonal skills. Knowledge of current employment laws and HR practices. Ability to conduct oneself in an ethical manner

### **CONTACTS:**

Has contact with all levels of agency employees as well as external contact related to contracts and vendors.

### **WORKING CONDITIONS:**

Works in an office environment.