



JOB POSTING

Human Resource Generalist

About the Agency:

For over forty years, the Volunteer Center has proudly served as the hub of volunteer and nonprofit support for our entire community. Our mission is to connect volunteers for a vibrant community. To deliver on our mission, we operate and participate in several high-impact community-benefit programs. For more information about these programs and our agency, please visit our website at www.volunteernow.org.

Summary and Objective:

The Human Resources Generalist is responsible for the overall administration, coordination, and evaluation of the Human Resources function; for providing leadership in staffing, employee relations, compensation, benefits, training and risk management. This position does not directly supervise staff, but acts as a positive and respectful role model within and outside the Agency. The Human Resources Generalist coaches and works closely with organization leaders to ensure alignment with the Agency's goals, values, policies and legal compliance. Due to the nature of our community involvement and clientele, the Human Resources Generalist must be a dynamic, big picture-thinker who thrives in being of service to others, leads with integrity and grace, and enjoys working within a team culture.

Position Type/Expected Hours of Work:

This is a .70FTE, non-exempt position with a flexible schedule. Occasional evening and weekend work may be required as job duties demand.

Travel:

Travel is not typical for this position.

Qualifications:

1. Bachelor's degree and a minimum of four years of human resources management experience are strongly preferred.
2. Professional in Human Resources certification desired: PHR/PHR-CA/SPHR/SPHR-CA.
3. Thorough knowledge of principles, practices and techniques of modern human resources management.
4. Comprehensive knowledge of California and federal labor law.
5. Excellent interpersonal skills and abilities.
6. Strong attention to detail and ability to effectively handle multiple priorities.
7. Flexibility, willingness, and grace to work for and with a variety of people.
8. Working knowledge of Word, Excel, Outlook, Internet and relational database.

Essential Functions:

1. Prepare and maintain employment records related to events, such as hiring, terminations, leaves, pay increases, or promotions, and documenting in the HRMS.
2. Interpret and explain human resources policies, procedures, laws, standards, or regulations and ensures compliance.

3. Administers various human resources plans and procedures for the Agency; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
4. Performs benefits administration including enrollments, claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees.
5. Assists managers with recruitment efforts for all exempt and non-exempt staff.
6. Oversee employee on-boarding and terminations including orientation and exit interviews.
7. Monitors pre-employment screening process and DOT drug testing regulations.
8. Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
9. Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
10. Responsible for Agency compliance with Federal and State legislation pertaining to all personnel matters.

Secondary Functions:

1. Keep up-to-date on information and technology affecting functional area(s) to increase innovation and ensure compliance.
2. Recommends, evaluates, and participates in Staff Development for Agency.
3. Active member of the Human Resources Committee.

Performance Factors:

1. **Attendance and Dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
2. **Communication and Contact:** The employee communicates the efforts, vision and strategic direction of the Agency effectively both verbally and in writing with superiors, colleagues, and individuals within and outside the Agency.
3. **Personal Effectiveness/Credibility and Relationships with Others:** The employee is a leader within a team culture: works effectively and relates well with others including their superior, colleagues, funding entities, board members and individuals inside and outside the Agency. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Work Environment:

This position operates in a professional, team-centric, office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must

occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Equal Opportunity:

Volunteer Center of Sonoma County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

To be considered for the open HR Generalist position you must:

1. Review our website www.volunteernow.org to ensure that the services we offer, our mission, and values are good match with yours.
2. Send an email to employment@volunteernow.org, with a subject heading **HR Generalist**; attach your resume and cover letter including salary requirements.