

## HR GENERALIST Job Description

MEALS ON WHEELS

C.C. CAFÉS

FALL PREVENTION

COMPANIONSHIP

ARTFUL AGING

CARE MANAGEMENT

### MISSION STATEMENT:

Meals on Wheels Diablo Region enhances the lives of older adults who have a full range of needs by providing coordinated care, enabling them to live independently and with dignity for as long as possible.

### OVERVIEW:

Reporting to the Director of Administration, the Human Resource Generalist will implement and execute the day-to-day human resource functions including, but not limited to full-cycle recruiting, onboarding and offboarding, benefits administration, annual performance review process, Workers' Compensation, Unemployment, Leave (FMLA/CFRA/ADA), safety and training initiatives, OSHA and HR compliance for the organization.

This is a non-exempt regular 30 - 40 hour per week position.

### DUTIES AND RESPONSIBILITIES:

- Partner with hiring managers for full cycle recruiting needs.
- Conduct orientation and oversee the onboarding of new employees.
- Facilitate Open Enrollment process and ensure timely enrollment changes.
- Maintain personnel files, ensure completeness and compliance with proper record keeping.
- Facilitate annual Performance Review process followed by audit of record updates.
- Coach staff on compliant HR practices.
- Assist with coaching managers in corrective action processes and documentation.
- Responsible for Employee Handbook content updates given changes in regulatory environment, i.e. COVID-19 protocols.
- Ensure employees' training is current and compliant per CA State, Federal and Agency requirements.
- Perform audits and generate reports periodically and as needed to ensure compliance and provide information.
- Maintain the Administrative Calendar and the company Shared Calendar (internal).
- Identify process improvements and enhancements; recommend and implement solutions.

## **SKILLS AND ABILITIES:**

- Positive attitude and commitment to providing excellent customer service to staff, candidates, volunteers and clients.
- Exceptional attention to detail required.
- Strong organizational skills with the ability to bring order and maintain order of records and information.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving skills.
- Demonstrated knowledge of MS Office Products, including, Office 365 and preferably SharePoint.
- Curious and capable of learning new software and tools to improve processes or enhance employee and management productivity and accuracy.
- Aptitude and interest to learn and adopt new technology.
- Ability to capture and effectively document processes and procedures.
- Ability to appropriately handle confidential information and sensitive situations in a reliable manner.
- Ability to research, gather information, and provide accurate, credible feedback to resolve requests promptly.
- Ability to adapt to a changing environment.
- Ability to accurately input data into Paychex.
- Ability to accurately type and data enter information into various systems.
- Ability to lift 20 lbs.
- Ability to sit for extended periods at a desk.
- Ability to reach, lean and file paperwork in multi-level drawers.

## **EDUCATION:**

- Bachelor's Degree in human resources, business administration or related field preferred, or equivalent work experience.
- PHR, PHR-CA, or SHRM-CP required.

## **EXPERIENCE:**

- 2-3 years' experience working in an HR Department.
- Knowledge of FMLA, CFRA, ADA and Pregnancy Leave laws; Worker's Compensation reports and processing paperwork.

**Pay: up to \$31.87 per hour**

**Location: In Office, Walnut Creek, CA**

**Workweek: M-F**

## **BENEFITS**

Full time employees (30 hours or more per week) and after 90 days are eligible for a contribution towards employee medical benefits (health, vision, and dental), a 3% matching contribution to the company 401k, 15 days of PTO accrued annually, 11 paid holidays and up to 4 Floating Holidays per fiscal year.

Meals on Wheels Diablo Region is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, citizenship status or any other category protected by applicable federal, state, or local laws.