



Job Description

Title: Director of Human Resources

Date: July 6, 2022

Department: Human Resources

Location: Long Beach

Category: Administration

Relationships

Reports To: Chief Administrative Officer

Supervisory Responsibility: None but may after growth of Department & Company

Summary Statement

The Human Resources Director is responsible for HRIS administration, talent acquisition through onboarding, and the benefit administration process, new hire through performance, separation and if necessary termination. This is a very hands leadership being the caretaker of the overall people experience. This role will manage the Workers Compensation claim filing process. Serves as lead of the Employee Engagement committee and is an active member of the Safety Committee managed by the Facilities Department. Interacts with staff at all levels in a fast-paced environment. Perform responsibilities in a professional and efficient manner by exhibiting a common-sense approach when problem solving and using excellent oral and written communications skills, organizational skills and paying attention to detail. Ability to multi task and work independently with little supervision to manage several projects simultaneously and to organize and prioritize work on a daily basis. The Chief Administrative Officer will provide support when needed on initiatives and forward thinking paperless and efficient Human Resources processes.

Ensure that all benefit and employment practices are followed, administered, and managed in an honest, consistent, open, fair and equitable manner that maintains the confidentiality and integrity of the Human Resources Department. Ability to adapt to constant distractions, interruptions, and uncontrollable changes in priorities/work schedules.

Regular attendance is an important factor in employee's job performance in order for The Guidance Center to maintain efficient operations. When employees are absent, schedules and commitments fall behind, and other employees may need to assume added workloads. Employees are expected to report to work and on time.

Qualifications:

Bachelor's degree in Human Resources or related Business-related field experience preferred.

Certifications from HRCI or SHRM is preferred. Required computer skills include, but are not limited to: MS Office software applications, with an intermediate skill level in Outlook, Word, PowerPoint and Excel. A minimum of three (3) years human resources management experience; a non-profit, social service organization is preferred but not required.

Possess the ability to multi task, work independently with little supervision, and to manage and/or oversee several projects simultaneously. Knowledge of Human Resource office functions and basic Human Resources laws. Must be able to plan, organize, and follow through on tasks by using time management techniques and exercising common sense to reach sound professional judgments on issues within the areas of responsibility. Must be flexible, willing to learn, capable of taking directions and working with multiple levels of management and to work effectively with culturally diverse staff.

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Must have vehicle and maintain a valid CA driver's license and automobile insurance, or other reliable transportation to travel to cities in Long Beach, San Pedro, Compton, or other areas in which the Center has business. Travel may also include travel by charter boat to the Island of Catalina in Avalon.

Core Responsibilities:

- This position will be supported by the Chief Administrative Officer to ensure consistent implementation of agency and Human Resources policies and procedures. Contribute effectively to the accomplishment of work goals, objectives and activities. Initiate and share positive ideas that will improve department functions and roles.
- Oversee the employee benefits process agency wide. Enroll employees in EASE as part of new hire onboarding and ensure employees complete the enrollment process. Process all terminations and changes in EASE. Ensure that EASE is effectively managed. Manage the annual open enrollment process. Send monthly payroll deduction report from EASE to payroll. Responsible for processing monthly invoices for all health and benefit plans including cross referencing with enrollment/termination paperwork to ensure information is accurately reflected. Ensure employee benefits are administered in an honest, consistent, fair and equitable manner that maintains the confidentiality and integrity of the Human Resources Department. Participate in meetings with Insurance brokers. Responsible for monthly and annual ACA reporting.
- Manages HRIS including but not limited to new hires, terminations, status changes, benefits, etc. Create, publish and distribute reports as needed. Keep system current and suggest other ways to use HRIS to create a more efficient HR department. Maintain EASE, Everfi and PS Administrators.
- Maintain all employee files either paper or digital and ensure filing is kept current. Ensure filing systems are maintained and that confidential data is at all times protected and kept secured. Ensure employee files are maintained according to standards set by agency and regulatory bodies, and conduct regular spot audits quarterly to maintain compliance. Ensure all agency posters are current as it relates to state and federal laws.
- Manages and does the onboarding of all new hires. Ensure that all pre-employment screening requirements are completed in an accurate and efficient manner. This includes employment applications, TB Test and Live Scan finger printing. Distribute and collect new hire paperwork and orient employees to agency policies and benefits. Manage I9 process and DMV Pull Program. Create new hire badges. Conduct new hire orientation. Enter employees in EASE, PS Administrators and Everfi, and Paychex systems.
- Establish and maintain effective working relationships with all human resources related vendors in order to ensure consistent and timely communication.
- Manages all talent acquisition activities – internally and externally post open positions, review resumes/applications and forward to hiring managers, maintain requisition log, assist with phone

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- interviews. Maintain and manage Employee Referral program. Coordinate, attend and represent The Guidance Center at job fairs.
- Manages the Workers Compensation claim filing process including DWC-1, Form 5020, OSHA 300 log. Assist in investigating workplace injuries and act as point of contact for clinic. Participate in meetings with vendors for ergo evals, loss control review, etc. Serve as co-chair of the Safety Committee.
- Review Federal and State sanction lists on a monthly basis and other HR data analytic reporting. Includes all employees, Board members and contractors.
- Manage the employee relations experience with supervisors and managers for their employees to ensure proper guidance and fair interpretation of policies and employment practices are handled consistently. For matters that are require further support and approval, the Chief Administrative Officer will discuss any legal risk with employment law attorney with collaboration of the Director of Human Resources.
- Managers Employee Engagement Committee. Responsible for Employee Engagement Committee budget. Plan agency holiday activities/party. Coordinate and lead activities for quarterly All Staff Meetings including employee tenure, promotions, new hires, etc. Coordinate and assists with production of quarterly employee newsletter. Writes HR articles for employee newsletter.
- Knowledgeable of, or possess the ability to learn and adhere to the prevailing governmental laws and regulations regarding employee/patient's rights to confidentiality and limits thereof including compliance with HIPAA, federal and state laws.
- Attends and participates on committees as requested and in-job related seminars, workshops, and webinars as required to maintain proficiency in designated field of employment. Participation is also required in program-specific and Center-wide meetings, including staff meetings and retreats/trainings. As a member of The Guidance Center, there is also a requirement to keep abreast of HIPAA security rules, and relevant regulatory body's administrative, physical, technical and security guidelines and laws as relevant to scope of responsibilities.
- Other duties as may be assigned.

PHYSICAL DEMANDS:

While this position commonly entails 75-80% sitting and the remaining time standing or walking, the following physical demands could be associated with this position: Lifting or carrying up to 25 pounds. Using cart/dolly for pushing or pulling up to 30 pounds (i.e. boxes of brochures, supplies, and cases copy paper) Stooping, kneeling, crouching, climbing or reaching.

The following are some of the physical demands commonly associated with this position.

Spends 75-80% of the time sitting

10% standing

10-15% walking

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Occasionally lifts, carries, push, or pulls up to 20 lbs.
Occasionally stoops, kneels, balances, reaches, crawls, and crouches, climbing or reaching
Constant use of eye, hand, and finger coordination
Frequent use of computer (keyboarding) and office telephony equipment is a requirement of this position.

The above duty statements are illustrative of the essential functions of the job and do not include other nonessential or marginal duties that may be required. The Guidance Center reserves the right to modify or change the duties or essential functions of this job at any time.

Print Name

Signature

Date