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## **Job Posting: Human Resources Generalist**

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**Location:** 1301 Pine Ave. Long Beach CA 90813

**Classification/Status:** Non-Exempt/ Full-Time

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### **About The Guidance Center (TGC):**

The Guidance Center is a private, nonprofit community agency incorporated in California in 1946. We operate four mental health service delivery sites in southeast LA County, including Long Beach, San Pedro, Compton, and Avalon (Catalina Island). The mission of TGC is to provide comprehensive mental health treatment to our community's most disadvantaged children and their families struggling with mental illness and abuse, leading them toward a positive and productive future. TGC offers a competitive benefits package including medical, dental, vision, 403b with employer match, vacation, and 12 paid holidays.

### **Summary Statement:**

The Human Resources Generalist is responsible for HRIS administration and the benefit administration process, new hire through termination. Manages Workers Compensation claim filing process. Assist with talent acquisition. Responsible for Employee Engagement Activities. Interact 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.

Ensure that all benefit and employment practices are followed and administered in an honest, consistent, 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 field preferred. Required computer skills include, but are not limited to: MS Office software applications, with an intermediate skill level in Outlook, Word, PowerPoint, Adobe Acrobat, and Excel. Strong verbal and written communication skills. A minimum of three (3) years human resources experience; a non-profit, social service organization is preferred.

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 including executive team and to work effectively with culturally diverse staff.

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.

**Duties (but not limited to):**

- Work closely with the Chief Human Resources 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. Process all new enrollees, terminations and changes. Manage the annual open enrollment process. Create benefit deduction information and forward 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. Serve as point of contact for employee benefit questions.
- Maintain 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 all employee files 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.
- Complete annual EEO-1 report, monthly Sanctions report; maintain TB testing schedule, car insurance renewals, and Anti-Harassment training schedule
- Responsible for 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. Take photos of new hires for agency ID badge.
- Establish and maintain effective working relationships with all human resources related vendors in order to ensure consistent and timely communication.
- Assist in the coordination of talent acquisition activities - externally post open positions, review resumes/applications and forward to hiring managers, maintain requisition log, assist with phone interviews. Coordinate, attend and represent The Guidance Center at job fairs.



- Manage Workers Compensation claim filing process including DWC-1, Form 5020, and OSHA 300 log. Investigate workplace injuries and act as point of contact for clinic. Participate in meetings with vendors for ergo evaluations, loss control review, etc. Provide safety orientations.
- Review Federal and State sanction lists on a monthly basis. Include all employees, Board members and contractors.
- Lead Employee Engagement Committee. Responsible for Employee Engagement Committee budget. Plan agency holiday party. Coordinate and lead activities for quarterly All Staff Meetings including Employee/Team of the Quarter, employee milestones, etc. Coordinate and assists with production of quarterly employee newsletter. Writes HR articles for employee newsletter.

### **Equal Employment Opportunities:**

The Guidance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion (including religious dress and grooming practices), gender, sexual orientation, gender identity, national origin, age, disability, pregnancy (including breastfeeding and conditions related to breastfeeding), genetic information, marital status, ancestry or status as a covered veteran in accordance with applicable federal, state and local laws. The Guidance Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. We are firmly committed to maintaining a work setting in which people of diverse backgrounds and lifestyles may grow personally and professionally.

The Guidance Center expressly prohibits any form of unlawful employee harassment based on an individual's race, ancestry, color, religion (including religious dress and grooming practices), national origin, marital status, sex (including sexual harassment and gender identity), sexual orientation, disability (physical or mental including HIV/AIDS diagnosis), pregnancy (including breastfeeding and conditions related to breastfeeding), medical condition (cancer and genetic characteristics), age (40 or over), military and veteran status, or exercising the right to any legally provided leave of absence in the application of any policy, practice, rule or regulation. Improper interference with the ability of The Guidance Center employees to perform their expected job duties is absolutely not tolerated.

### **How to Apply:**

For immediate consideration, please submit resume to [humanresource@tgclb.org](mailto:humanresource@tgclb.org)