



Career Opportunity

SENIOR HUMAN RESOURCES GENERALIST

POSITION SUMMARY

Reporting to the Director of Administration & Human Resources, the Senior Human Resources Generalist manages the administration of human resources policies, procedures, programs. The Senior Human Resources Generalist carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment. The Senior Human Resources Assists the Director in handling employee issues, perform recruiting duties, oversee the orientation process, handle employee benefit plans and issues, and assist managers with day-to-day personnel issues. Must understand and stay current with Federal and State Employment Laws.

GENERAL FUNCTIONS

- Recruiting and staffing logistics;
- Organizational and space planning;
- Performance management and improvement systems;
- Organization development;
- Employment and compliance to regulatory concerns and reporting;
- Employee orientation, development, and training;
- Policy development and documentation;
- Employee relations;
- Company employee communication;
- Compensation and benefits administration;
- Employee safety, welfare, wellness and health;
- Employee services and counseling;
- Employee orientation and training; and
- In the absence of the Director of Administration & Human Resources performs as lead of the Human Resources Department.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Serve as a liaison between management and employees by handling questions, interpreting benefits, administering benefit contracts and helping resolve work-related problems.
- Perform staffing duties, including assisting with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures.
- Confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications, and skills.
- Writes job descriptions or reviews and edits job descriptions written by others.
- Writes and places job advertisements with various media. Write internal job postings.

- Identify staff vacancies and recruit, review applications/resumes, conduct phone interviews and forward suitable applicants for managers to interview.
- Complete background checks, handle pre-employment testing and create offer letters.
- Plan and conduct new employee orientation program to foster positive attitude toward organizational objectives. Ensure all new hire documents are signed and returned.
- Enroll and disenroll employees in various benefit plans. Coordinate annual open-enrollment meeting.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Update Employee Handbook as needed and make sure that policies and procedures are being administered equally throughout the organization.
- Write employee memos and documents as directed.
- Analyze employment-related data and prepare required reports.
- Plan, organize, deliver and coordinate the training activities of the organization.
- Represent organization at personnel-related hearings and investigations.
- Oversee compliance of compensation, benefits and performance management systems.
- Coordinate safety and recreation programs.
- Update various forms and documents as needed.
- Files and maintains employment records.
- Understand Federal and State Employment Laws and assist Management in issues regarding these laws.
- Other duties as assigned.

EDUCATION/EXPERIENCE, SKILLS, CERTIFICATES AND LICENSES

- Bachelor's degree (B.S.) from a four-year college or university in the areas of Human Resources, Business Administration (Advance Degree preferred) or similar degree with five years of experience, or equivalent combination of education and experience.
- Possess excellent skills in Word, Excel and PowerPoint and HRIS.
- CA Drivers License, reliable transportation with insurance and registration.
- PHR/SPHR certification a plus.

COMPENATION AND BENEFITS

- Compensation DOQ
- Health, Vision, Dental,
- PTO (24.5 days for FT employment, 2080 hour per year),
- 401 (k), EAP, AFLAC and Life/Accidental /Dismemberment Insurance,
- Paid Mileage 50 cents per mile.

POSITION CLOSES WHEN FILLED

PLEASE GO TO OUR WEBSITE www.hindshospice.org TO LEARN MORE AND DOWNLOAD AN APPLICATION. SEND OR BRING IN APPLICATION AND CONFIDENTIAL RESUME TO HINDS HOSPICE ATTENTION: HR. ADDRESS IS ON WEB SITE OR CALL (559) 248-8591 AND ASK FOR HR.

EOE/AAE