

## JOB DESCRIPTION

**JOB TITLE:** Human Resources Generalist

**DEPARTMENT:** Administration

**REPORTS TO:** Adela Arellano, Program Manager, in coordination with Executive Director

**EFFECTIVE DATE:** Position open until filled

The Child Care Alliance of Los Angeles (CCALA) is a partnership of 10 community-based organizations working to ensure the delivery of seamless, consistent, quality child care throughout Los Angeles County.

As an independent nonprofit, CCALA has a team of over 30 employees and growing. The Human Resources (HR) Generalist will coordinate human resources activities including but not limited to employment and employee relations. This includes planning, development, implementation and maintenance of human resources activities and programs, including staff onboarding and retention, compensation, benefits, training, and workplace safety.

### **DUTIES AND RESPONSIBILITIES:**

#### COVID-19 Response

- Draft policies and/or procedures to ensure compliance with CDC, OSHA and other federal, state, and local requirements for employers related to COVID-19, as necessary.
- Work with a CCALA Management to develop a plan to fully re-open the CCALA office safely.
- Work with a CCALA Management to support staff working from home as well as those continuing to work from the CCALA office during the pandemic.
- Make other recommendations, as necessary, to prevent, reduce and slow the spread of COVID-19 at our workplace.
- Provide resources for management and staff to address COVID-19 related issues.

#### New Hire/ Onboarding

- Assist in the development of job descriptions, the recruitment/interview process, including employee references and background checks.
- Assisting with the new employee onboarding process.
- Assist with new employee training and orientation.

#### Employee Files

- Create and maintain employee files to ensure accuracy and compliance, including I-9 compliance, and ensure all required documents remain current.
- Ensure all employee files are up to date.

#### Employee Relations, Training & Development

- Provide support to employees who have HR related questions.
- Handle investigation and resolution of employee issues, concerns, and conflicts
- Coordinate with Department Managers and Supervisors to assess the training needs of their employees and to develop and implement a training plan to match these needs.

## JOB DESCRIPTION

### Evaluations and Terminations

- Provide assistance and guidance to Supervisors and Managers on the performance review process.
- Assist in any employee disciplinary actions, as needed.
- Process employee terminations, including developing and implementing an exit interview process.

### Benefits Administration

- Provide benefits orientations and enrollments to employees.
- Provide support and process transactions for employee benefits including signing up new employees, processing changes, ensuring proper deductions.
- Act as a liaison between employees and insurance providers.
- Administer various employee benefits programs, such as group insurance, long-term disability, 403B, etc.
- Assist in resolving benefits-related problems
- Reconcile benefits statements

### Payroll

- Review employee timesheets and process payroll on a bi-monthly basis. Ensure accurate record keeping and proper deductions.
- Provide regular vacation/sick time status updates to department managers and supervisors.
- Process all payroll changes.

### Compliance

- Ensure all agency employment practices and policies comply with federal, state and local regulations
- Conduct audits of payroll, benefits, and other HR programs, and recommending corrective actions.
- Make recommendations for changes to Employee Handbook and other employment practices, policies, and procedures, as needed.
- Develop and maintain a Procedures Manual for employees and managers.
- Develop and implement Workplace Safety plan and Disaster Preparedness plan.

### Other

- Meet regularly with Program Manager and, as needed, Executive Director, to provide updates or address issues.
- Provide other HR related reports to Agency Management, as needed.
- Perform other duties as assigned by Management.

### **QUALIFICATIONS:**

- Bachelor's degree (B.A.) from four-year college or university;
- Minimum 3 years related experience and/or training in the Human Resources field
- Knowledge of labor and employment laws
- Excellent written and verbal communication skills
- Ability to work independently, prioritize workload and deliver quality results on time while working on multiple projects simultaneously.
- Commitment to excellence and high standards.
- Ability to understand and follow written and verbal instructions
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

## JOB DESCRIPTION

- Strong understanding of business process with the ability to translate business requirements into technical requirements and deliver requested output timely and accurately
- Previous experience which demonstrates effective decision-making skills and ability to coordinate complex programs.
- Excellent time management and organizational skills and the ability determine priorities and to work under deadlines and with great attention to detail.
- Excellent problem solving skills.
- Strong computer skills, including experience with Windows, databases, word processing and spreadsheet software.
- Strong ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team.
- Ability to be flexible, innovative and adapt to the changing needs of the program and agency.
- Valid CA driver's license and insurance coverage which meets CA standards.

### **PHYSICAL DEMANDS:**

- 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 regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Salary Range Competitive salary, commensurate with prior experience, education and abilities. The programs referenced in this job announcement are contingent upon grant funding.

For immediate consideration, send resume and cover letter to: Adela Arellano, Program Manager.  
Email: [adela.arellano@ccala.net](mailto:adela.arellano@ccala.net)

Email submissions only. No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position. The programs referenced in this job announcement are contingent upon grant funding.

## JOB DESCRIPTION

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status. For more information about the Child Care Alliance of Los Angeles, please visit our website at <http://www.ccala.net>

###