



**NORTHEAST
COMMUNITY
CLINIC**

Human Resources Generalist

Contact

Julie Escalante, Recruiter

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Position Summary

Performs Human Resources duties on a professional level and works directly with management while carrying out the functions of benefits administration, training, performance evaluations, policy implementation, on-boarding, employment law compliance.

Primary Duties and Responsibilities:

- Assist in the development and administer personnel policies and procedures.
- Maintains and updates current personnel files.
- Prepares and conducts new employee onboarding, personnel changes and terminations paper work.
- Perform benefits administration to include claims resolution, change reporting, reconciling and approving invoices for payment, and communicating benefit information to employees, annual open enrollment.
- Administer and monitor the performance evaluation program.
- Ensures employee trainings and in-services.
- Processes and maintains all leave of absence documentation and notifications.
- Maintains human resource information system/records and complies reports from the system.
- Maintain compliance with federal, state, and local regulations for applicable Labor Law.
- Attend meetings and seminars, as necessary.
- Attends and participates in company audits.
- Maintain a positive working relationship with staff.
- Other duties as designated by Executive Director.

Minimum Requirements

- Microsoft Office/Word/Excel/Outlook
- Excellent Communication Skills
- Excellent Customer Service Skills
- Bi-lingual Spanish/English (preferred)
- Ability to work as a team player and work independently

Required Education/Experience and/or Licensure/Certifications

- A.A. Degree and/or Human Resources Management Certification (experience may substitute for education)
- Three to Five years of progressive Human Resources experience
- Knowledgeable of Employment and Labor Laws
- Professional in Human Resources (PHR) certification required
- Valid CA Driver's License and Proof of Insurance