

Job Announcement



Position Title: Human Resources Specialist
Supervises: None
Reports To: Human Resources Director
Written by: Human Resources Department

Department: Human Resources
FLSA: Non-Exempt
Effective Date: 05/2022
Approved by: CEO

Mission Statement: It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

General Summary:

The Human Resources Specialist provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry, and recruitment efforts. Provides assistance with and facilitates the human resources process at all SCFHC's locations. This position assists the HR Director with recruitment activities, record management and provides clerical support to all employees.

Summary of Essential Duties

- Processes, verifies and maintains personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Serves as a link between management and employees by handling questions.
- Maintains calendars, for the general HR email box and HR Director.
- Maintains HR events, agendas and meeting minutes.
- Assist with the recruitment process.
- Explains company personnel policies, benefits, and procedures to employees or job applicants.
- Answers questions regarding training, eligibility, salaries, benefits, and other pertinent information
- Compiles and prepares reports and documents pertaining to personnel activities
- Supports and assists with Audit data requirements
- Processes and reviews employment applications to evaluate qualifications or eligibility of applicants
- Arranges for advertising or posting of job vacancies and notify eligible workers of position availability
- Plans and conducts new employee orientation
- Plans and conducts new employee benefits orientation. Assists in annual enrollment.
- Serves as backup support for HR Generalist.
- Completes termination paperwork and exit interviews.
- Provides support with Worker's Compensation claims.
- Maintains Paylocity Benefits Database up-to-date.
- Assist HR Director with clerical /administrative support, including the composition and preparation of routine correspondence and presentations as assigned
- Maintains filing system and files all personnel documentation as appropriate.

Job Specifications: *(Knowledge, skills, abilities and experience normally required for competent performance)*

Education and Knowledge

- High School Diploma
- Bachelor's Degree in human resources or related (essential)

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Experience

- Must have minimum 3-5 years' experience in Human Resources.
- Effective HR administration and people management skills
- Full understanding of HR functions and best practices.

Skills/Knowledge/Abilities

- Good written and oral communication skills, excellent phone and people skills.
- Meticulous attention to detail.
- Highly organized and work effectively with other team members
- Bilingual and Bi-literate Spanish/English preferred

Licensure and Certifications

- SHRM preferred

Financial Responsibility and Authority:

- None

TO APPLY: Send cover letter & resume to Human Resources at hr@scfhc.org or fax to (323) 432-4877

Deadline: Open until filled

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>