

APLAHealth



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *12 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

This position will pay \$25.00 - \$26.92 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Under the direction of the HR Generalist, the Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organizations human resource department.

Essential Duties and Responsibilities:

- Prepares check request for all HR expenses and keeps a running total of all expenses by expense code in the budget excel spreadsheet.
- Regularly convert active files to term files, inclusive of employee, confidential and I-9 files. File appropriately and move them over to correct termination cabinets.
- Purge files at year-end and prepare boxes to send them to offsite storage.
- Oversee company recognition programs: birthdays, milestones, and shout outs. Identify ways to enhance the employee recognition program and provide recommendations to the HR Generalist.
- Run monthly compliance reports: Physicals, Flu Shot, Professional License, TB Screening, Tdap, NPDB, CPR, Auto Insurance, Core Competency, Driver's License, and right to work.
- First point of contact for compliance documents and follow up with employees as needed to maintain compliance.
- Upload documents to Paycom.
- Maintains the integrity and confidentiality of human resource files and records.
- Assist in notifying employees of changes in status.
 - This includes creating offer letters, badges, changing pay grades and updating job codes in Paycom as needed, collecting signed job descriptions, and notifying IT and Support Services of changes.
- Update the organization chart:
 - new hires, transfers, and title changes on a weekly basis
 - terminations and open positions are immediate changes
- Create monthly newsletters for all staff. Connect with managers for program highlights, Communications department for company events and include safety tips.
- Oversee uniforms. This includes placing uniform orders, tracking orders, and maintaining inventory status.
- Complete employee verification requests.
- Assist with posting of open positions on external job boards.
- Coordinate the onboarding process for temporary employees and interns, which includes collecting all documents for hiring.
- May at times be required to assist in creating salary grids for offers to be approved by management, extends offers, and create contingent offer letters for new hires.
- Act as back up for new hire onboarding.
- Act as back up for intern orientation.
- Assist with special projects when needed.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

- Associate degree in HR or a related field and one-year HR experience or HS Diploma/ GED and three years administrative experience of which one year must have been in HR.
- Experienced with database systems.
- Experience with HR Information systems.
- Excellent verbal and written communication skills.

- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite.

Knowledge of:

- Human resource information system (HRIS) preferable Paycom

Ability to:

- Work in a fast-paced environment.
- Manage sensitive and confidential information.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 15 pounds or less. Prolonged periods of sitting at a desk and working on a computer.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes. COVID-19 and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer:

minority/female/transgender/disability/transgender/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=134377&clientkey=A5559163F67395E0A2585D2135F98806>