



POSITION DESCRIPTION	
Date: 07/13/2024	Please check one: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
Position Title: Human Resources Generalist	Pay Rate/Grade: \$32.00 – \$35.00
Reports to: Human Resources Director	FLSA/ Work Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salaried
Direct reports: N/A	
Schedule: Monday – Friday 8:00am – 5:00pm	

JOB SUMMARY

The Human Resources Generalist will report directly to the Human Resources Director and will be responsible for assisting in the day-to-day human resources operations. The Human Resources Generalist will provide administrative support for human resources functions, including, on-boarding, recruitment, benefits, leaves of absence, and staff events. The Human Resources Generalist would need to perform all duties with independence professionalism, precision, and confidentiality.

EXPECTATIONS

- Adheres to all HarborCHC 's policies and procedures.
- Observes all policies and procedures for the use of time-keeping system, including attendance, tardiness, proper clocking procedure, overtime authorization, and that employee nametag is visible.
- Conducts self in a manner that represents HarborCHC's core values at all times.
- Must possess a solid commitment to the mission, policies, goals, and philosophy of HarborCHC.
- Maintains a positive and respectful attitude with all work-related contacts.
- Communicates regularly with his/her immediate supervisor about departmental and HarborCHC concerns.
- Ability to see the big picture, multitask, work well in teams, and be highly detailed orientated.
- Consistently reports to work prepared to perform the duties of the position.
- Meets productivity standards and performs duties as workload necessitates.
- Maintain strict confidentiality of all data and information.
- Demonstrates integrity and accountability for duties and responsibilities.
- Performs all job functions in a professional and courteous manner. This includes answering phone calls and emails in a timely manner.

MISSION, VISION, AND VALUES

Our mission is to provide low cost, comprehensive high quality health care and supportive services to those in our community who do not have access to medical care.

Our vision is "Improving the Health and Well Being of our Community"

Our Core Values consist of Integrity, Compassion, Excellence, and Diversity, Equity, & Inclusion.

Employees must possess a strong commitment to the mission, policies, goals and philosophy of Harbor Community Clinic.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

Human Resources Administration

- Prepare and maintain company personnel records and documentation in accordance of federal, state, and local laws and regulations.
- Maintains and audits HR records in areas of responsibility for data integrity and generates reports as needed or as requested.
- Administration and management of company Leave of Absence and benefits (401K, medical, dental, life plans, vacation accruals) and Open Enrollment using electronic benefits platform Ease.
- Review billings from insurance providers with Finance.
- Coordinates Separation paperwork.
- Assist with enrolling and terminating employees from benefits/Cobra.
- Perform routine clerical, administrative and office support duties in support of the Human Resources Director.
- Attend on-site/off-site community engagement activities and on-site/off-site clinic events as needed;
- Maintain department policies and ensure procedures meet HIPAA compliance, are current with industry standards, and are followed.
- Participates in internal and external audits and projects when necessary.
- Participate and assist department managers in recruitment efforts through online postings, job fairs, and community partnerships.
- Maintain and update job descriptions for all positions within HarborCHC.
- Manage full-cycle recruitment process; update job vacancies on all recruiting platforms, screen, source resumes and coordinate interviews for hiring anagers.
- Manage onboarding program and ensure pre-employment items are completed; offer letter, background and reference checks, health screening, employment verifications, etc.
- Manage the coordination of new hire experience, ordering of name badge, business cards, Provider coats, and etc.
- Coordinate with other departments within organization for proper set up with workstation, email address, etc.
- Update and maintain internship/volunteer policies and procedures to ensure compliance with federal, state, and local laws and regulations.
- Actively participate in meetings, education and/or prevention programs as needed.
- Distribute W-2's as soon as received.
- Perform other duties as assigned to support HarborCHC's Mission and Values.
This is not entended to cover all aspects of your description as additional duties may be assigned.

QUALIFICATIONS

Required education, experience and/or training:

- High School Diploma, or equivalent/AA degree; Bachelor's degree in human resources or business administration preferred.
- 3 years experience in Human Resources.
- Experience working in a community health center preferred. FQHC experience preferred.

- Intermediate proficiency with Microsoft Office Suite Applications.
- Proficiency with ADP Workforce Now.
- Demonstrated working knowledge of Human Resources best practices.
- Understanding of HR laws, regulations, and best practices.
- Excellent communication, interpersonal, organizational, and problem-solving skills.
- Strong time-management skills.
- Ability to develop professional rapport with employees at all company levels.
- Treat all patients and colleagues with dignity and respect.

Key Competencies:

- Committed to providing an exceptional experience in all interactions.
- Ability to understand and to optimize human resources productivity.
- Must have strong analytical and problem-solving skills.
- Must have proficient computer skills, including Microsoft Office abilities, with intermediate Excel skills.
- Must have the willingness and ability to adapt to change, including advances in technology.
- Ability to handle multiple tasks and be highly organized and detail-oriented.
- Must maintain confidentiality and handle sensitive information with discretion.

HR Procedural Requirements:

- Legal authorization to work in the United States.
- A valid California Driver's license with clean records and access to an insured automobile.
- Clear all post offers, pre-employment background screening, and education verification.
- Must be vaccinated against COVID-19 or have a qualifying medical/religious exemption.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust.

Hours: HARBORCHC is open Monday – Thursday 7:30am-6:00pm, Friday 8am-5pm. This is a full-time, non-exempt position and any overtime must be approved by your supervisor in advance.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

HarborCHC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. HarborCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

DISCLAIMER

HARBOR COMMUNITY HEALTH CENTERS

The above statements define this position as it currently exists and are intended to describe the general content of and requirements for this job. They are not to be considered as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. HarborCHC is an at-will employer.

In addition, HarborCHC may change your duties, compensation or hours, or transfer, reassign, promote, demote, suspend or otherwise change the terms and conditions of your employment (other than the at-will relationship), with or without cause or prior notice.

Employee Name

Date

Employee Signature