

**EPISCOPAL COMMUNITY SERVICES****INTERNAL JOB POSTING**

EEO M/F/D/V

<b>REQ #:</b>	<b>15-12IN</b>
<b>OPEN:</b>	2/10/2015
<b>CLOSE:</b>	2/16/2015
<b>LOCATION:</b>	South Bay, San Diego
<b>TEMP/REG:</b>	Regular

<b>POSITION:</b>	Human Resources Generalist	<b>REPORTS TO:</b>	Director, Human Resources
<b>EEOC CLASS:</b>	(2) Professional	<b>FLSA:</b>	Exempt
<b>SCHEDULE:</b>	Monday – Friday, ~40 hours/week; Hours may vary depending on Agency needs	<b>SALARY</b>	~\$50,000/year DOQE
<b>GENERAL DESCRIPTION:</b>	Under the supervision of the Director of Human Resources, the Human Resources Generalist is responsible for administering recruitment, applicant tracking, job placements, employee health, welfare and retirement plans Agency-wide. Acts as first level liaison between employee, insurance providers and to resolve benefit related problems and ensure effective utilization of plans and positive employee relations. Provides administrative support to human resources function as needed (e.g. correspondence generation, record keeping, file maintenance, HRIS entry). Oversees recordkeeping compliance and procedures in accordance with federal and state grants and contracts. Performs other HR Generalist administrative duties as assigned.		
<b>ESSENTIAL FUNCTIONS:</b>	<ol style="list-style-type: none"> <li>1. Manages and performs recruitment activities, interview schedules, and applicant selection process ensuring AA/EEO compliance practices are followed. Audits records related to same and communicates necessary procedures for compliance and best practices. Assists with preparation and tracking of annual EEO-1 plan. Controls job postings and job communication to vendors and community sources as needed.</li> <li>2. Conducts new employee orientations at headquarters ensure employees gain an understanding of benefit plans, Agency employment policy and other general new hire information. Counsels employees (and potential employees/applicants) on plan provisions so that individuals can be informed of benefit decisions. This includes all levels of employees including executives.</li> <li>3. Co-manages the annual open enrollment period as designated by broker/carrier of each year. Arranges for distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers, Conducts employee presentations. Processes changes within deadlines.</li> <li>4. Performs first and second level employee relations an investigations.</li> <li>5. Researches and draft job descriptions to ensure they meet various grant and contract compliance requirements.</li> <li>6. Develop internal tracking tools for recordkeeping compliance. Oversee recordkeeping compliance for federal, state, grant and contract compliance.</li> <li>7. Strives to ensure employee understanding of benefit programs by, regularly generating communication and counseling employees/dependents as situations arise. Resolves employee complaints related to health and welfare plans; Refers difficult or very complex complaints to manager as needed. Acts as liaison with various insurance carriers and fosters effective relationships with client representatives.</li> </ol>		

Keeps management advised of potential problem areas during first level call intake and recommends/implements solutions as appropriate.

8. Administers health and welfare plans including enrollments and terminations. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Serves as the Cobra Administrator for company.
9. **Secondary Functions**
10. Prepares government reports related to EEO compliance or other HR functions.
11. Writes, revises, edits and proofreads company policies & procedures and related documents as needed. Uses electronic benefits bulletin board and other vehicles to communicate information.
12. Conducts exit interviews in absence of supervisor.

**EDUCATION & EXPERIENCE :**

**EDUCATION:** Bachelor's degree in Business, Human Resources, or equivalent combination of education and experience. HR Certificate preferred.

**EXPERIENCE:** Minimum of three years' experience working in various HR functions. Must have computer skills and experience with current HRIS systems (ADP, Ceridian, etc.). Must be proficient in Microsoft Office (Excel, Word, PowerPoint, and Outlook). Course work/seminar attendance in the benefits areas helpful (e.g. CEBS, ACA or related course work). Familiarity with COBRA, ERISA, FMLA and related state and federal regulations required.

**OTHER/SPECIAL:**

Ability to pass a physical examination and tuberculin skin test. Fingerprint clearance and criminal check required. Verification of current driver's license and insurance required for personal car usage.

**ABOUT US**

ECS (Episcopal Community Services), with approximately 400 employees, maintains many programs addressing homelessness, unemployment, addiction, mental illness, domestic violence, and children's care and education in San Diego County.

**MISSION**

**Statement:** *"Serving God by serving those in need."*

ECS encourages a careful review of our mission. As we are a faith based non-profit organization, it is important to recognize and embrace our mission statement.

**POSITIONS REQUIRING DEGREE/ CREDENTIAL**

Where required, an official transcript from an accredited college or university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

**INTRODUCTORY PERIOD**

All positions have an initial introductory period of 90 days.

**BENEFITS**

Vacation; sick leave; 16 holidays; medical, dental, vision; life insurance, EAP; 401 (k) (Discretionary Employer Contribution and Discretionary Employer Match after one year of service).

**FILING APPLICATIONS**

When a closing date is indicated, applications and/or resumes must be received by or before 5:00 p.m. on that date, unless otherwise stated on this job announcement.

**PROCESS:**

**E-mail a completed employment application to the Human Resources Department by the closing date indicated on the job posting. A resume may also be submitted, but is optional.**

Please visit the career page of our website for a link to our application: [www.ecscalifornia.org](http://www.ecscalifornia.org)

**E-mail:** [jobs@ecscalifornia.org](mailto:jobs@ecscalifornia.org) (Please include Job # in the header)

Visit us at our website: [www.ecscalifornia.org](http://www.ecscalifornia.org)