



JOB ANNOUNCEMENT

Human Resources Generalist

Reporting to: Executive Director with some reporting responsibilities to the Director of Finance

Location: This is a hybrid position with a location in Santa Ana

Website: <https://tsjhopebuilders.org/>

OneOC is proud to partner with Hope Builders in the recruitment of the **Human Resources Generalist** position.

ORGANIZATION OVERVIEW



Hope Builders' mission is to empower Orange County's young adults with mentorship, life skills, and job skills training that meets the needs of today's employers. Founded by the Sisters of St. Joseph of Orange in 1995 and with a commitment to empowering young adults to realize their strengths and positively impact their futures, every year Hope Builders enrolls more than 200 young adults into one of their three unique programs and strives to help them achieve and maintain self-sufficiency. Hope Builders is committed to live out its values of:

COMMUNITY

SECOND CHANCES

ACCEPTANCE

INQUIRY

FLEXIBILITY

“I learned so many skills at Hope Builders. They helped me realize everything is possible.”

-Maricela C. Behavior Technician, Mitchell Child Development Center



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THE OPPORTUNITY

The Human Resources Generalist is the sole, internal human resources (HR) professional with Hope Builders and wears multiple hats. Reporting to the Executive Director, with a dotted-line responsibility to the Director of Finance, the HR Generalist creates consistent and streamlined processes and is responsible for a wide variety of functions including employee recruitment and onboarding, compliance, benefits and compensation, employee relations, and the implementation of policies and procedures. This is a tremendous opportunity for an HR leader to maximize and strengthen the internal capacity for a well-respected, high-impact organization.



Responsibilities

Working closely with the Executive Director and Director of Finance, the HR Generalist ensures that all employee activities operate consistently and ethically within the mission and values of Hope Builders, provides a positive employment experience, and promotes employment engagement through the following responsibilities:

Recruitment

- Further enhance Hope Builders' recruitment processes and ensure consistency throughout the organization.
- Effectively communicate with supervisors to identify staffing needs and recruitment priorities.
- Handle all functions of full-cycle recruitment including job postings, phone screenings, coordination of interviews, and pre-boarding paperwork and activities.
- Spearhead and ensure protocol for all onboarding and employee exits.

Employee Benefits & Compensation

- Under the leadership of the Director of Finance, serve as benefits and compensation administrator.
- Work closely with third-party vendors and consultants.
- Hold open enrollment meetings and assist employees with benefits enrollment/changes, leave of absence administration, and process workers compensation claims. Ensure timely submission of benefits reporting and meets reporting requirements.
- Utilize QuickBooks to accurately complete master payroll updates including pay rates and benefits deductions. Consult with the Controller on payroll questions concerning timesheets and compliance.



- Prepare and analyze wage and salary data to determine a competitive compensation plan.
- Oversee salary administration and performance evaluation program to ensure effectiveness, compliance, and equity within organization.

Employee Relations

- Facilitate employee engagement through communication, social activities, and professional development opportunities.
- Support the employee learning and development needs to meet organizational objectives.
- Coordinate management/supervisory training including in areas of recruitment and hiring, performance management, terminations, and ensure completion of federal, state, and local mandatory trainings such as safety and sexual harassment prevention.
- Coordinate the bi-annual performance review process. Support the leadership team and managers to establish, disseminate, and review progress on organizational and position-level deliverables.
- Direct managers and provide advisory support to resolve employee grievances. Facilitate coaching process. Conduct investigation and maintain records.
- Represent organization at personnel-related hearings and investigations as needed.

Compliance

- Ensure legal compliance by monitoring and implementing applicable human resources federal and state requirements. Interpret HR policies, procedures, and laws to employees.
- Maintain employee records to ensure accuracy and compliance. Update organizational policies and procedures as needed.

“Hope Builders graduates are exceptionally prepared and demonstrate the work ethic necessary to be Behavior Technicians.”

-Footprints Behavioral Interventions

Qualifications

The HR Generalist must demonstrate competencies in line with the core values that are the foundation of all activities performed by employees to achieve the mission of Hope Builders.

Specific requirements include:

- Bachelor’s degree in HR Management or related field with a minimum of two years of experience in



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human resources, ideally nonprofit experience.

- A strong commitment to confidentiality.
- Payroll processing experience and knowledge preferred.
- Meticulous with excellent organizational skills.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Excellent communication and relationship building skills with an ability to prioritize and work with a variety of internal and external customers; a strong written and verbal communicator reflecting solid customer service in person and virtually.
- A successful track record in setting priorities; keen analytical, organization, and problem-solving skills which support and enable sound decision-making.
- Commitment to training programs that maximize individual and organizational goals including best practices in human resources activities.
- Ability to assess and provide guidance and support to management; not afraid to have difficult conversations.
- Culturally sensitive with ability to work effectively in collaboration with diverse groups of people.
- Calm under pressure, resourceful, diligent, high integrity, and compassionate.
- Maintains high proficiency in Microsoft Office (i.e., Word, Excel, PowerPoint) and CRM platforms, QuickBooks experience a plus.
- Successful completion of background check; must have a valid CA driver's license, reliable transportation, and meet state required automobile insurance.
- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.
- Ability to work with frequent interruptions and changes in workload priorities.
- Personal qualities of integrity, credibility, and dedication to the mission and values of Hope Builders.



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Compensation

This is an outstanding opportunity for a highly motivated HR professional to assume a pivotal role in a mission-driven, highly respected organization. We are seeking an individual of extraordinary quality with a proven track record of success. Hope Builders is prepared to offer a fair compensation and benefits package. The salary range is **\$65K - \$67K** with full medical, dental, and vision benefits. Additional benefits include generous paid time off, 401(k) retirement plan, and a hybrid work schedule.

CONTACT INFORMATION

Please send resumes to:

sbrooks@oneoc.org

714-597-8951

Direct all correspondence, emails, and telephone calls to OneOC. Any resumes sent, or telephone calls made to Hope Builders will be redirected to OneOC.

Deadline to apply: Friday, March 24, 2023

Hope Builders is an Equal Opportunity employer. Candidates are chosen based on ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.



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