



Interested Candidates should submit a cover letter and resume to jobs@glendaleywca.org for consideration by March 11, 2021.

Job Title	Human Resource Generalist	Department	Administration
FLSA Status	Hourly/Non-Exempt	Reports to	Chief Financial & Administrative Officer (CFAO)
Classification	Part-time	Revision date	2/2021
Schedule	Monday – Friday	Hours	9:00am-5:30pm timeframe
Pay	\$30.21-\$34.59 per hour	Benefits Eligibility	Yes

**YWCA Glendale is an essential services provider and is temporarily providing services remotely with partial days in office as assigned by the supervisor.*

About Us

YWCA Glendale is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. YWCA Glendale’s purpose is to ensure the health, safety and economic empowerment of women, children and families and to strengthen communities to prevent and break the cycle of domestic violence. YWCA Glendale provides resources and support to individuals of domestic violence and their children and through our education and prevention efforts we empower women, girls and families to build healthy relationships, achieve self-sufficiency, and live free from violence.

Position Summary

Reporting directly to the Chief Financial & Administrative Officer (CFAO) and with support of the HR & Finance Specialist, the HR Generalist’s overall responsibility is to support YWCA Glendale by providing leadership on all Human Resources administration and the Employee Life Cycle (ELC).

The HR Generalist performs duties as an area expert in all of the following functional areas: Recruitment, Employee relations, Training and Development, DE&I, Company policies/practices, Compliance, Employment law and policy interpretation, Payroll, Benefits Administration and overall HR administration. The HR Generalist will supervise the HR & Finance Specialist and support the CFAO to create and maintain a foundation which will promote the development, the involvement, and the retention of YWCA Glendale employees by providing responsive and high-quality service while being sensitive to the organization's business needs.

The position includes access to information of a confidential nature. Strict adherence to agency procedures and protocols is required.

Essential Tasks

These are core functions of the job. **Additional duties may be assigned as needed.**

Recruitment, Training and Development

- With support from the HR & Finance Specialist, recruit/identify candidates, conduct reference/background checks, issue employment offers, post job ads, track and screen resumes, conduct phone screens/interviews and adhere to recruiting compliance/best practices.
- Collaborate with departmental managers to understand skills and competencies required for openings and write complete and compliant job descriptions, interview questions and ensure their maintenance.
- Oversight of new hire on-boarding and off-boarding including new hire orientation, new hire paperwork, coordination of required trainings, staff certification requirements, introduction to safety programs, termination paperwork and exit interviews.
- Responsible for monitoring new hires, status changes and benefit eligibility.
- Serve as an internal resource to assist employees and managers in meeting employee development needs, making liberal use of outside resources including ThinkHR webinars and etc.
- Work with CFAO to provide guidance to leadership for developing professional & managerial talent, employee recognition/retention programs, DE&I, talent acquisition and engagement, succession planning and soliciting advice from outside consultants as appropriate.

Employee Relations

- Recommends and monitors performance evaluation, employee recognition/retention and other similar programs and suggests revisions as necessary.
- Monitor employee morale and company culture.
- Administer and handle leaves of absence, workers' compensation claims, verification of employment requests and unemployment claims.
- With oversight of CFAO, provide counsel, support and coaching to managers and supervisors regarding policies, employee performance, progressive counseling, compliance, harassment, discrimination and other employee matters.
- Functions as a neutral contact for internal concerns/complaints brought forward by employees or managers in collaboration with CFAO.
- Interprets and communicates policies and procedures to managers and employees to ensure fair and consistent practices.

Payroll

- Expert knowledge and understanding of the full-cycle of payroll processing.
- Oversee and approve the semi-monthly payroll in accordance with APA policies, federal, state, and local laws with current payroll provider, Zenefits, for <50 employees.
- Review and ensure accuracy of approved timesheets, time-off requests, and salary amounts.

- Understand and determine payroll liabilities by calculating employee federal and social security taxes, retirement and health benefits, track and deduct all garnishments and other special payroll deductions.
- Responsible for the coordination efforts between payroll, human resources, budget and organization departments to ensure proper flow and maintenance of employee data (including preparation/distribution of detailed reports, e.g., overtime, double-time, leave balances, head count, electronic timesheets, and 401(k) retirement contribution reports).
- With support from the HR & Finance Specialist, establish, maintain and update employee payroll records in Zenefits.
- May assist with data entry of monthly payroll allocations and labor distribution reports.
- Ensure paychecks are correct and processed on time.
- Monitor and maintain records for Leaves of Absence as well as Vacation, Holiday, and Sick time balances and ensure amounts are correct.
- Execute fundamental payroll tasks, such as paycheck calculations, accruals, taxation principles and reporting.
- Ensure that annual and quarterly tax filings such as W-2, W-3, DE9, and 941 are reconciled, analyzed and correct.
- Make suggestions to improve the payroll system.
- Prepare any payroll related schedules, planning, or other needs related to our annual Audit.

Compliance and HR Administration

- In consultation with CFAO, consults with senior management and outside counsel and consultants to develop HR procedures and policies including the employee handbook.
- Ensures that organization information such as organization charts, employee handbook and the staff directory stay current.
- Support the delivery and administration of benefit services related to CFRA, STD, LTD, Medical, Dental, EAP, Vision, Retirement and etc.
- In charge of Open Enrollment and interprets benefit policies and procedures and monitors compliance with appropriate laws and regulations.
- Assist in the administration and monitoring for ACA reporting and compliance.
- Tracks and report HR analytics/statistics including HR benchmarking and preparing reports as needed to support human capital data trends for both internal and external parties.
- Works with business and benefits insurance broker including coordinating research for CFAO to make recommendations for renewals.
- Manage relationships with benefit and business insurance brokers acting as a liaison between employees and benefit providers to resolve problems and ensure effective utilization of plans.
- Remains current with employment laws and regulations, recommended best practices and complies with all existing governmental and labor legal and government reporting requirements including any related to the EEO, ADA, ERISA, DOL, DLSE, OSHA, Cal/OSHA, COBRA and etc.
- Participates in employee disciplinary meetings, terminations, and investigations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

- Works with the Facilities department to maintain a safety program, including an Injury and Illness Prevention Plan and Emergency Action Plan.
- Create and distribute internal communications regarding company policies.
- Assists with Staff Appreciation events and recognition.
- Provides ongoing human capital recommendations to the CFAO for implementation of HR project plans, best practices, and resolution of issues.
- Keeps the CFAO up-to-date on COVID-19 related laws and requirements relevant to the organization.
- Answer general internal and external human resources related inquiries or requests.
- Assist with the creation, evaluation, and implementation of policies and procedures.
- Assist with adhoc Human Resources projects and research.
- Conduct periodic audits of payroll, benefits, and other HR programs, and recommends corrective actions.

Supervisory Responsibilities

- Oversee the scheduling, assignments, and daily workflow of HR & Finance Specialist.
- Provide mentorship and timely performance evaluation.

Desired Knowledge

- Excel knowledge and a willingness to learn.
- Excellent anticipatory, interpersonal and verbal/written communication skills.
- Ability to work independently, have excellent organizational skills, be flexible and be able to handle changing workload with multiple projects and changing priorities.
- Willingness to take initiative within assigned responsibilities.
- Ability to maintain confidentiality and exercise extreme discretion.
- Professional demeanor, with the ability to develop and maintain rapport with a variety of people.
- Ability to multitask, prioritize work, handle interruptions, and meet deadlines.
- Strong customer service skills, being empathetic when communicating.
- 1 – 2 years of experience as a solo HR professional in an organization is a plus.
- Experience dealing with complex employee issues, conflict resolution and employee relations.
- Excellent problem solving/judgment skills.
- Strong organizational/time management skills, meticulous attention to detail, works well under pressure and meets tight deadlines.
- 2-5 years of Nonprofit experience is preferred.
- Expert knowledge of Human Resources administration, people management and best practices.
- Highly computer literate with capability in email, Microsoft Office programs (Excel, Word, PowerPoint, Outlook) and related business and communication tools.
- Core competencies expected: initiative, collaboration, orientation to service, self management and capacity for self-evaluation, fostering diversity, equity and inclusion, problem solving and conflict resolution.

Minimum Qualifications

- Bachelor's degree in Human Resources or Business Administration.

- PHR and/or SHRM-CP certification.
- 3-5 years of experience in a HR Generalist/Manager or similar role in a small to medium sized organization.
- 3+ years of HR experience supporting California based employees.
- 2-3 years of Supervision experience.
- Any combination of skills and experience that demonstrates the ability to perform this job effectively.

Job Requirements

- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Work independently and as a team member.
- Complete a LiveScan background check.
- Adapt to a fast-paced working environment with multiple deadlines.
- Maintain and improve professional skills and knowledge.
- Establish and maintain cooperative working relationships with vendors and individuals contacted during performance of job duties.
- Be flexible and receptive to suggestions, input and change.
- Operate modern office equipment, including computer, phone, fax, copier, etc.
- Understand and carry out both oral and written instructions in an independent manner.
- Communicate effectively and tactfully in both oral and written forms.
- Work a four (4) hour day Monday-Friday (9:00-5:30) and some overtime required.

Physical Requirements

- Candidate must be able to lift up to 50 pounds.
- Movement within the office environment and ability to climb stairs.
- Ability to write by hand and use keyboard to perform general office functions.
- Ability to communicate by speech and hearing continuously.
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work and computer use.
- Ability to sit for extended periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

YWCA Glendale is an Equal Opportunity Employer and is committed to staff diversity.

The YWCA Glendale prohibits discrimination on the basis of age, gender, race, ethnicity, national origin, cultures, religion, immigration status, veteran status, political beliefs, sexual identity, ability/disability and health/mental health status in all its programs and activities, not only in respect to employment practices but also in the delivery of services.

DEI Statement

The YWCA Glendale is committed to attracting and retaining a diverse staff. YWCA Glendale will honor your experiences, perspectives and unique identity. Together, our organization strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.
