



Position Title: Human Resources Generalist
Department: Human Resources
Reports To: Director of Human Resources
Location: Downtown Los Angeles
Exemption: Non-exempt

Position Summary:

Handles and provides support for various HR employee disciplines within the organization. Performs specialized administrative support; assists in the coordination of special projects and events and performs other duties as required. Provide confidential and administrative support to the Human Resources Department.

Essential Duties and Responsibilities:

- Conducts recruitment effort for exempt and nonexempt personnel, and temporary employees; conducts new-employee orientations.
- Coordinates job posting on the website, reviewing resumes, and performing telephone interviews and reference checks.
- Office Administration.
- Maintains human resource information system (HRIS) records and compiles reports from the database as needed.
- Maintains personnel files in compliance with applicable legal requirements.
- Keeps employee records up-to-date by processing employee status changes in timely fashion.
- Maintains listing of approved positions along with assigned salary grade levels.
- Processes personnel action forms and ensures proper approvals; disseminates approved forms.
- Conducts audits of various HR programs and recommends any corrective action.
- Responds to routine inquiries regarding the application of HR policies and procedures.
- Research and resolve problems related to human resources transactions.
- Acts as primary point of contact for HR
- Participates in benefits administration to include, change reporting, reviewing invoices for payment and open enrollment.
- Screens applicants to ensure management receives only the most qualified applicants for exempt and nonexempt personnel.
- Assists with the on-boarding process; extends offer letter and subsequent new hire paperwork.
- Assists in administration of the compensation program; helps monitor the performance appraisal process and salary ranges.
- Assists in organizational training and development efforts.

- Maintains company organization charts.
- Submits employee background and DMV checks.
- Prepares employment verifications.
- Prepares and maintains employee files; including confidential personnel, benefit and, 403(b) and workers compensation files.
- Coordinates exit interviews.
- Assist with new-employee orientations.
- Schedules meetings and manages calendar for the Director of HR.
- Assists or prepares correspondence.
- Prepare expense report and credit card usage report monthly.
- Submission of all HR payment request.
- Performs other related duties as required and assigned.

Competencies may include:

- Demonstrated proficiency in advanced Microsoft Office applications (including Word, Excel, and PowerPoint) with the ability to learn other technology as needed.
- Strong written and verbal communication skills, along with editing and proofreading aptitude.
- Ability to manage multiple priorities, projects and display flexibility in a fast-paced and changing work environment.
- Strong organizational and analytical skills, sound judgment, with attention to detail and an intuitive and proactive approach to support.
- A keen sense of urgency, adaptability, accountability, and the ability to strive for excellence in high pressure situations in order to plan and accomplish goals.
- Ability to handle complex matters with professionalism and confidentiality.
- Ability to operate both independently and collaboratively.
- Demonstrated aptitude to comprehend directions to perform assignments with minimal supervision.
- Excellent customer service skills.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Skill, Experience & Education:

- Bachelor's degree strongly preferred. Girl Scout experience in lieu of education will be considered.
- Minimum (3) years of HR experience preferred. Girl Scout knowledge in lieu of HR background may be considered.
- Excellent communication skills
- Ability to understand and interpret human resources policies and procedures
- Ability to maintain poise and courtesy under pressure
- Ability to handle sensitive and confidential matters with discretion and tact
- Ability to organize and prioritize work; ability to perform mathematical computations
- Ability to accurately prepare written records and reports
- Ability to accurately perform data entry.
- Able to work a flexible work schedule with some evenings, early mornings and weekend work required.
- Paycom experience a plus.

Additional Organizational Requirements:

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.
- Valid California driver's license and an insured vehicle.

Physical Requirements

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. The environment for this position is mostly clean and comfortable but may include some minor annoyances such as noise, odors, drafts, etc. In the course of performing this work, the incumbent:

- Will spend time sitting, utilizing the computer.
- Will spend time standing/walking throughout the facilities.
- Must travel via personal vehicle or public transport to various facilities throughout the region.
- May lift up to 15 lbs periodically. If more, the incumbent must request assistance.

The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others.

Please send your resume to Staci Johnson at SJohnson@girlscoutsla.org with “HR Generalist” in the subject line.