



## Human Resources Generalist Administration

*OPCC and Lamp Community are now one.*

### **SUMMARY**

The Human Resources Generalist is responsible for the recruitment, hiring, benefits administration, HRIS, and related HR services for the agency. Follows and administers policies, procedures, and processes to ensure the organization is in compliance with all applicable laws and regulations.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Take a leadership role in all stages of the recruitment and screening process; collaborate with hiring managers to ensure all activities are adequately documented
2. Complete all pre- and post-hire tasks, including timely entry of new employee information into agency databases
3. Assist in administering health and welfare plans (403(b), medical/dental/vision, short-term disability, workers' compensation, leave of absence, FSA, etc.) including enrollments and terminations in accordance with federal and state regulations and plan provisions
4. Process required information through payroll and insurance providers to ensure accurate record keeping and proper deductions
5. Review and process HR-related invoices; review invoices for accuracy; reconcile monthly billings, and resolve discrepancies with carriers, accounting, and broker to ensure accuracy and timely payment
6. Act as liaison and foster effective relationships with carriers, accounting, broker, and TPAs; resolve benefit-related problems and ensure effective utilization of plans and positive employee relations
7. Maintain thorough knowledge of current federal, state, and local regulations and requirements regarding HR, wage and hour, and employment law
8. Assist and advise managers and staff in following agency HR policies, procedures, and practices for consistency, fairness, and compliance with local, state, funder, and federal regulations and requirements
9. Oversee and facilitate timely and appropriate resolution of employee relations issues as requested; keep management advised of potential problem areas and recommend/implement solutions as directed
10. Manage and maintain up-to-date HR records required for specific job functions, contracts, funders, and other regulatory compliance
11. Within stated timeframes, process HR reporting, responses, and requests for documents and information, and similar from benefits brokers, insurers, attorneys, government agencies, applicants, and funders
12. Prepare for and manage annual open enrollment and new hire processes and ensure new enrollments and benefit changes are completed within deadlines; counsel employees and applicants on plan provisions so they can make informed benefit decisions

### **Secondary Functions**

1. Assist with planning of required HR activities to meet funder and regulatory agency requirements
2. Write, revise, edit, and proofread company policies & procedures and related documents as needed
3. Use agency intranet site and other vehicles to communicate information
4. Conduct exit interviews and other duties in absence of supervisor
5. Prepare/ update periodic reports of HR-related activities

### **QUALIFICATIONS**

1. Bachelor's degree and four years' HR experience, or an equivalent combination of education and experience
2. Minimum two years' experience recruiting and working with HRIS databases
3. Able to maintain confidentiality
4. Able to be precise, thorough, and detail oriented, with excellent time management, organizational, written, verbal, and computer skills
5. Able to learn and work proficiently in several HRIS databases
6. Able to demonstrate strong proficiency in Word and Excel
7. Considerable knowledge of principles and practices of HR management and administration

8. Strong knowledge and understanding of benefits, insurance regulations, plan designs, 3<sup>rd</sup>-party record keeping/administration, COBRA, CFRA, ADA, FMLA, ADA, and related state and federal regulations

*Preferred Qualifications*

1. PHR or CA-PHR certification
2. Knowledge of or experience working with those living with mental illness and/or substance addictions
3. Minimum 30 WPM typing speed
4. Bilingual Spanish

OPCC and Lamp Community have many service locations in downtown LA and Santa Monica, and we offer a competitive salary and excellent benefits. We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

**Apply with salary expectations, cover letter, and resume via email**

jobs@lampcommunity.org

OR

**Mail:**

OPCC/ Lamp Community Human Resources

526 San Pedro ST

Los Angeles, CA 90013

OR

**Fax:**

323-940-4759