

**SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT**

Title: Human Resources Coordinator

Division: Orange County Asian and Pacific Islander Community Alliance Inc.

FLSA: Non-Exempt

Supervisor: Director of Finance and Administration

Pay Range or Rate: Commensurate with experience

Revised: September 29, 2014

Full Time, 40 hours per week plus Fringe Benefits

Summary:

The HR Coordinator will be supervised by the Director of Finance and Administration and will work on developing and implementing administrative, organizational, and personnel policies and procedures of OCAPICA's Workforce Investment Act (WIA) Work Experience (WEX) employees. Under the general supervision of the Director of Finance and Administration, the HR Coordinator will manage the human resources responsibilities of the WEX employees and will also act as liaison with SSG's HR to provide personnel oversight and support to the Managers responsible for those employees. The HR Coordinator will also help to ensure the organization complies with all nonprofit legal requirements as needed.

Essential Functions

- Review employee information or any personnel changes (rates, titles, etc.) in Personnel Action Sheets (Form 101) from each unit or department.
- Coordinate, maintain and track all employee personnel files.
- Coordinate, schedule, and conduct new hire orientations to include preparation of new hire paperwork and ensuring all proper documents are received.
- Maintain and organize OCAPICA's Work Experience (WEX) employee orientation room and applicable orientation forms on a regular basis.
- Coordinate, schedule, and log background checks (live scans).
- Ensures Work Experience (WEX) Employee Handbook or Personnel Policy Manuals are available for distribution to new staff or as needed.
- Assist in the maintenance and up keep of WEX I-9 binders.
- Track and maintain performance evaluations and prepare reports as needed.
- Coordinate, and schedule exit interview for terminations and help in the preparation of termination paperwork and ensuring all proper documents are received.
- Review Job Announcements (JA) to ensure all applicable template sections are indicated, set announcement for posting, regularly review JAs for removal of filled positions.
- Coordinate, maintain and track formal leave of absences (LOAs), communicates benefits and leave information to employees, respond to staff's inquiries on leaves, prepare internal COBRA notifications to employee.
- Process and oversee the workers' compensation (WC) claims, provide WC written notice to staff as applicable and communicate and answer questions on WC.
- Continuously update knowledge of workers' compensation and California Labor Laws and regulations.
- Process and track EDD claims for SDI, UI, PFL and etc. Provide information and respond to staff's questions on such claims.
- Maintain EDD, formal leave of absences (LOAs), and workers' compensation tracking systems.
- Track and maintain driver licenses, car insurances and WEX work permits; prepare monthly report.
- Process and responds to all communication pertaining to WEX child support and wage garnishment requests.
- Maintain employee records with regard to certifications, licensure, registrations, etc.; prepare monthly reports.
- Handle and process WEX employment or wage verifications.
- Assist in maintaining Federal, State, and other local postings.
- Prepare and distribute annual OSHA Forms.
- Log and monitor Incident Reports and prepare reports as needed.
- Safety monitor for OCAPICA.
- Attend safety meetings.
- Share information received at Safety Training at the unit/department level.
- Maintain and update emergency kits annual each January.
- Assist in personnel audits (ensure updated required documents are on file, prepare spreadsheet outlining missing documents to ensure compliance with regard to employee certifications, licensure, background clearance, etc.)
- Assist with annual benefit open enrollment processes.
- Organize and maintain administrative, archival and all files
- Implement, and maintain personnel and financial policies and procedures.

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- Provide support for the organization to meet its legal and administrative requirements.
- Work with Director of Finance and Admin in related administration and personnel operations.
- Implement and periodically review operating practices and procedures to ensure smooth and efficient office operation.
- Assist with answering phones and responding to general inquiries.
- Provide overall general administrative support.
- Other duties as assigned including but not limited to OCAPICA's special events.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree or higher or related certifications and experience.
- Must be detailed oriented and excellent organizational skills with the ability to prioritize and multi-task.
- Experience and knowledge working with Sage MIP Accounting Software or fund accounting software
- Experience with Microsoft Office Programs
- Must be comfortable with the philosophy and goals of OCAPICA
- Must have a valid California driver license, car insurance and reliable transportation. Proof must be submitted
- Verification of employment and background check required.
- Regular attendance required.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Ability to work independently.
- Experience and knowledge working in Human Resources or Personnel Department.
- Experience in nonprofit administrative and financial compliance.
- Demonstrated knowledge and sensitivity to various cultures and underserved youth and their families. Must be comfortable working in a team environment.
- Prefer individual with flexibility and initiative.
- Ability to work weekends, overtime, and holidays when necessary.

Supervisory Responsibilities:

This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

Environmental Conditions (Working Conditions):

The environment for this position is an office environment (may include shared space) as well as in the community, exposed to weather conditions and noise level prevalent at the time.

Physical Requirement:

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

Mental Requirement:

The mental activities the individual will be expected to perform must be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application deadline:

Open until filled.

Application Process: No Phone Calls. Please e-mail or fax cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to:

Romina Papa-Peralta; careers@ocapica.org

FAX: (714)636-8828

Please ensure that the email subject has the job title: **HR Coordinator**.

Agency Background:

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) are dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community. Special Service for Groups, Inc. (SSG) serves as the legal employer to this position.