



**COMMUNITY BRIDGES**  
**PUNTES DE LA COMUNIDAD**

**Open Until Filled**

**POSITION: HR/ADMIN ANALYST**  
**(BILINGUAL ENGLISH/SPANISH REQUIRED, BILITERATE PREFERRED)**

**PROGRAM: ADMINISTRATION**

**POSITION DESCRIPTION:**

Under general supervision by the Chief Human Resources Officer (CHRO), and in close cooperation with management personnel, the HR/Admin Analyst performs a variety of independent and cooperative office support functions and provides clerical assistance to the Human Resources Department. The incumbent provides technical staff support in matters relating to personnel, including recruitment and selection, wages, benefits, health and safety programs, employee relations, and fulfilling reporting requirements. The HR/Admin Analyst also performs related work as required.

**DUTIES & RESPONSIBILITIES:**

1. Works closely with the CHRO in matters relating to employee benefit programs, including enrollment and billing, conducting benefit orientations, and performing any other related functions as needed. May act as liaison between staff and insurance carriers and trouble-shoot for staff as requested.
2. Assists with employee recruitment, selection, and on-boarding, including scheduling and participating in interviews, processing background checks and drug tests, calling references, and conducting new-hire orientations.
3. Works with the HR team to coordinate Health & Safety Committee tasks and workers compensation claims.
4. Completes employee verifications for income, employment, housing, disability claims, unemployment claims, and related requests.
5. Assists with processing employee leave requests, including monitoring for compliance with all state and federal regulations and communicating with medical providers.
6. Types correspondence, reports, forms, schedules, minutes and a variety of other materials from rough drafts or brief notes. Files materials according to an established filing system; retrieves files and creates new files as required.
7. Prepares, compiles, and organizes data, statistics and other information to prepare a variety of periodic and special reports and arranges it into an established format; duplicates, and distributes such materials.
8. Assists in arranging and scheduling meetings as directed.
9. Assists in developing procedures, methods, and systems as directed.

10. Translates written materials between English and Spanish and acts as oral interpreter as required.
11. Researches labor law, personnel policies, and union contracts for information as requested.
12. Acts as relief for the HR/Admin Receptionist in the Community Bridges reception. Completes all reception tasks as required, including greeting & directing visitors, answering telephones, routing mail, assisting supervisors & staff, and ensuring tidiness of the reception area. Fulfills all HR/Admin Receptionist duties as needed.
13. Develops and maintains effective working relationships with other agency staff members, representatives of outside organizations, including governmental and community organizations, participants, and others in regular contact with the agency.
14. Communicates effectively and respectfully with people from diverse racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
15. In accordance with the Community Bridges Customer Service Plan, provides excellent customer service to clients, colleagues, and the public.
16. Upholds and follows established policies on confidentiality, program integrity, computer security, and conflict of interest.
17. Assists and supports program staff in general program work as needed and requested.
18. Performs other duties as required.

*Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.*

### **EMPLOYMENT STANDARDS:**

#### ***Knowledge of:***

- standard office practices and procedures, including answering the telephone, record keeping, and the use of standard office equipment;
- methods of collecting, organizing and presenting data and information;
- computer programs and hardware;
- communication strategies, customer service, and cultural competency principles;
- human resources practices and policies, including labor law; and
- proper grammar, spelling, punctuation and correspondence format.

#### ***Ability to:***

- provide technical administrative support in a variety of areas;
- maintain accurate records, compile data, and prepare reports according to an established format;
- effectively organize assigned tasks and work within guidelines;

- file accurately and make accurate arithmetic calculations;
- interpret and explain benefit policies/procedures and other human resources processes;
- remain calm in stressful and/or demanding situations;
- work cooperatively with other agency personnel;
- deal tactfully, cooperatively and effectively with agency staff members, agencies, community organizations, representatives of funding sources, contractors, governmental and regulatory bodies, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

**MINIMUM QUALIFICATIONS:**

- BA/BS in Business, Human Resources Management, Human Services, or other related field preferred.
- Bilingual English/Spanish required, biliterate preferred.
- Must have strong written and oral communication skills.
- Must have knowledge of and/or ability to learn labor law.
- Previous human resources experience preferred.
- Must be comfortable and competent working with computers and other technology.
- Must be able to work at a computer for full workdays; some routine lifting and reaching requirements. Must be able to lift up to 25 lbs.
- Must pass a criminal background check and maintain a clean record.
- Must have a valid CA driver's license, have access to drive a motor vehicle incidental to the performance of the work and be insured.

**RATE OF PAY AND HOURS:**

- This is a regular, confidential, non-exempt, 40 hr/wk position.
- The entry rate of pay is \$13.81-\$19.27/hour, depending on experience (plus a \$.40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR Department).
- Regular on-site attendance is required.

**BENEFITS:**

- For employee: paid medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.

- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

**TO APPLY:**

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

**COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of race, religion or religious dress and grooming, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, breastfeeding, gender, gender identity/expression, color, marital status, or medical condition.**