COMMUNITY BRIDGES
PUENTES DE LA COMUNIDAD

Posted: April 12, 2022
Open until filled

$1,000 HIRING BONUS
(After completion of 6-month probationary period)

POSITION: HR SPECIALIST-BENEFITS AND EMPLOYEE WELLBEING
(BILINGUAL/& BILITERATE ENGLISH/SPANISH PREFERRED)

PROGRAM: ADMINISTRATION

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:
Under general supervision of the HR Manager and in close cooperation with the HR Director/CCO and management personnel, the HR Specialist provides independent technical support in a wide variety of HR functions, including but not limited to salary and benefits administration, leaves of absence, workers compensation, and health & safety programs. The HR Specialist also performs a variety of responsible, independent office support functions and provides clerical assistance to the HR department; performs related work as required.

DUTIES & RESPONSIBILITIES:

Benefits and Leave of Absence Administration:

- Administers employee leave programs and accommodation requests with high level of independence, including FMLA, CFRA, PFL, WC, PLOA, ADA, etc.
- Is the primary lead ensuring tracking, processing & following up on workplace injury documentation and workers’ compensation claims to minimize losses; ensures all workers’ compensation legal requirements are followed; coordinates vocational rehabilitation and sets up ergonomic assessments as necessary. Attends WC dispositions, as needed, as well as develops and maintains comprehensive WC
employee record keeping system which ensures current, accurate data for both payroll and employee profile purposes.

- Works closely to assist HR Director/CCO in matters relating to the agency health care insurance policies. Is the lead for implementing employee enrollment and billing, or any other HR function related to benefits. Assists staff through claims processes as needed.
- Acts as main contact and liaison between staff and insurance carriers as needed, performs trouble-shooting for staff as requested.
- Monitors unemployment insurance, and disability insurance claims; verifies employee and applicant employment records. Runs other misc. reports for HR as needed, including the DOL Occupational Employment Report, employee censuses, etc.
- Completes income verifications, employment verifications, Housing Authority, UE & Disability claims and related requests in a timely manner.
- Co-facilitates the Safety Committee meetings for the agency and provides guidance regarding health and safety standards. Coordinates the Agency workplace safety & return to work programs, advising staff in matters relating to on the job safety and assists supervisors with the interactive process.
- Conducts benefits orientations for eligible employees as needed; and professional development of the employees.
- Works with the contracts and facilities department on matters relating to CB Headquarters building safety, including ensuring building floor plans and disaster preparedness policies and procedures are communicated to staff and scheduling annual fire drills.
- Lead for Employee of the Month program.
- Takes minutes at various meetings and participates in Union Negotiations, Conflict resolution and disciplinary meetings as needed.
- Troubleshoots benefits issues on ADP for employees as needed.
- Supports HR Director/CCO in employee relations work.
- Prepares, compiles and organizes data, statistics and other information to prepare a variety of periodic and special reports and arranging it into an established format. Duplicates, and distributes such materials.

**Human Resources and Agency Administrative Support:**

- Acts as relief for the HR Administrative Assistant/Receptionist, including performing all receptionist tasks as well as facilitating new hire orientations when requested and as needed.
- In collaboration with the HR Team and the Hiring Managers, assists with the agency recruitment process for all programs as needed.
- Administers employee compensation changes.
- 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.
• Assists in cross-training other staff as assigned.
• Supports the Human Resources team with the full range of operational tasks the department is responsible for.
• Assists and supports program staff in general program work as needed and requested
• May be asked to provide Spanish translation for confidential employee relations matters

Professional Conduct:

• Serves as an HR operational partner for the agency, ensuring all HR functions and activities enable business success.
• Assists employees, including management, to interpret and implement Personnel Policies and Union Contracts (under the supervisor of the CHRO) and facilitates communication between employees and management.
• 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.
• 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.
• Upholds and follows established policies on confidentiality, program integrity, computer security, and conflict of interest.

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.

MINIMUM QUALIFICATIONS:

Required:
• BA/BS in Business, Human Resources Management, Human Services, other related field preferred or equivalent experience
• Experience using standard computer programs such as Microsoft Word and Excel, Google suite, etc.
• Cultural competency and ability to communicate clearly and succinctly in English, orally and in writing
• Experience in and ability to independently organize and manage work to complete assignments accurately and on deadline
• Ability to provide excellent customer service
• Interpersonal skills to work collaboratively and effectively with people from diverse backgrounds
• Ability to analyze information, draw conclusions, and recommend solutions
• Bilingual English/Spanish
• Knowledge of HR practices and policies, including Labor Law
• HR Certification a plus
• Ability to file accurately and make accurate arithmetic calculations;
• Ability to interpret and explain benefit policies/procedures and other HR processes
• Approachable at all times with a professional and positive demeanor
• Experience maintaining accurate records, compiling data, and preparing reports according to an established format

Preferred:
• Bilingual/Biliterate-Spanish/English
• Knowledge of methods of collecting, organizing and presenting data and information
• Knowledge of proper grammar, spelling, punctuation and correspondence format
• Experience providing technical administrative support in a variety of areas

OTHER REQUIREMENTS:
• 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 have a valid CA driver’s license, have access to drive a motor vehicle incidental to the performance of the work and be insured.
• Must pass a criminal background check and maintain a clean record.
• Must be fully vaccinated against COVID-19, including a booster shot when eligible

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place. Candidates are encouraged to apply even if they are not sure that they meet the minimum qualifications. Relevant experience, knowledge, and skills may be obtained through a wide variety of traditional and non-traditional means consistent with funding regulation requirements.

RATE OF PAY AND HOURS:
• This is a regular, confidential, non-exempt, 40 hr/week position.
• The position will be offered starting at $24.51-$25.31/hour, depending on education and 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: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at $9,776.92/year
• First year: 16 vacation days and 10 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.
• 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, 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. If you have any questions, please call 831-688-8840, Ext. 200.
• 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 age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.