

HR Generalist

Regional Offices – Tustin, CA

The HR Generalist is a key member to support the functions of the HR department for the Company of Mary's regional offices. The position will work under the HR Manager's direction to complete and support a variety of tasks in support of the HR department operations. Their duties include processing payroll, providing administrative support for benefits renewal, employee file management, workers compensation, compliance processes. In addition, this position will support the HR manager in tracking HR laws, updating policies, drafting templates and supporting the hiring and onboarding process for employees.

This position reports to: The HR manager
Status Job Classification: Full-time / non-exempt
Pay Rate: \$25 to \$27 per hour

JOB DESCRIPTION

- Performs HR data entry and personnel file maintenance
- Process payroll and any changes in direct deposit (activation, changes, deletions), and works with ADP Workforce to coordinate any changes or adjustments to payroll
- Supports new hire orientation and employee performance review processes.
- Review overtime and follow up on any discrepancies in processing
- Support the processing of sick days, personal days or vacation
- Supports the handling of employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Assist with employee benefit programs
- Assist in the processing of background checks and employee eligibility verification
- Complete all filing requirements and maintains records
- Record keeping: compliance documents with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

QUALIFICATIONS & SKILLS

- Two-five years of experience in payroll or human resource position (experience with ADP Workforce)
- Knowledge and experience in computer operations and excel.
- Skill in maintaining HR files and recording HR forms.
- Pro-active, analytical skills.
- Attention to details and accuracy.

- Ability to maintain a high level of confidentiality.
- Ability to maintain a good working relationship with others.
- Ability to function in a changing environment.
- Ability to establish and rearrange priorities.
- Exceptional ability to communicate, both verbally and written, effectively with guests, vendors and co-workers.
- Experience or ability to quickly become proficient in Microsoft Office, and various computer programs.
- Ability to identify and resolve problems in a timely manner; develop alternative solutions; and use reason even when dealing with emotional topics.

Submit cover letter with salary requirements and resume to the HR Department, Order of the Company of Mary Our Lady, Maria Martinez, HR Manager at email ODNHR@odnusa.org. Open until filled.