JOB DESCRIPTION

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| **TITLE:** | HR Representative So. CA 1,2,3 | **DATE:** | 8/2019 |
| **REPORTS TO:** | VP Administration | **FLSA STATUS:** | Non-Exempt |
| **DEPARTMENT:** | Corporate Administration | **MGT/SPVR:** | No |

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**SUMMARY**

The Human Resources (HR) Representative works with the organization’s new, current and former employees to assist in HR administration, onboarding new hires, training and separation processes. The position serves as a consultant to management on human resource-related issues. The role accesses and anticipates HR-related needs and communicates those needs proactively with the HR department and business management. The HR Representative adheres to all the organization’s policies while ensuring the organization’s practices comply with all local, state and federal regulations. The position handles details of a highly confidential and critical nature involving the HR function.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Assists VP Administration and/or executives as required, including but not limited to:

* Meets regularly with So CA managers to remain apprised of any HR needs or issues.
* Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
* Assists with employee relations issues, providing counsel and conflict resolution/mediation guidance to both management and employees.
* Conducts effective, thorough and objective investigations. Documents incidents as appropriate.
* Assists the HR department in carrying out various human resource programs and procedures for all company employees.
* Responsible for appropriate document storage and handling confidential and time sensitive material.
* Conducts new hire orientations and assists management with onboarding new hires.
* Handles details of a highly confidential and critical nature involving the HR function.
* Assists in the exit interview process and provides feedback, as appropriate, to management and the HR department.
* Responsible for filing accident reports and Worker’s Comp claims and responding to inquiries of injured workers.
* Assists with filing corporate insurance claims.
* Assists employees with security clearances, background checks, flu shot appointments with assigned clinics, etc.
* Responsible for compliance with and administration of healthcare client databases for Pivot employees.
* Assists with HR administration as assigned.
* Assists with benefit administration and open enrollment.
* Participates in administrative staff meetings and attends other meetings and seminars.
* Performs other duties as assigned, including but not limited to, special projects assigned by the VP Administration or executives.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

**Human Resources Representative 1**: Bachelor's degree (B.A.) preferred plus at least 2 years related experience and/or training; or equivalent combination of education and experience. Working knowledge of HRIS systems, and Microsoft Office suite. PHR certification preferred.

**Human Resources Representative 2**: Bachelor's degree (B.A.) preferred plus at least 5 years related experience and/or training; or equivalent combination of education and experience. Working knowledge of HRIS systems, and Microsoft Office suite. PHR certification preferred.

**Human Resources Representative 3**: Bachelor's degree (B.A.) preferred plus at least 7 years related experience and/or training; or equivalent combination of education and experience. Working knowledge of HRIS systems, and Microsoft Office suite. PHR certification preferred.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

PHR certification is preferred.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.