

Alliance Redwoods Conference Grounds

"Service as tall as our trees"

6250 Bohemian Highway

Occidental, CA 95465

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Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization.

Title: Human Resources Generalist / Manager
Employment Status: Permanent, Full-Time, with Benefits
Team: Business Team
Immediate Supervisor: Executive Director

Purpose Statement

The Human Resources Generalist / Manager serves as a link between management and employees. By providing specialized services to the entire ARCG staff, the department's goal is to foster positive relationships, increase job satisfaction, and support Alliance Redwoods Team Covenant and employee policies, while remaining in compliance Federal & California employment laws, policy development & compliance, performance management, and process improvement.

Essential Functions

- Develops and administers various human resources plan and procedures for all company personnel.
- Conducts recruitment effort for all exempt, nonexempt, seasonal and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conduct reference checking; extends job offer; conducts new-employee orientation.
- Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
- Manages and tracks all employee disciplinary action.
- Coaches, counsels and guides managers before executing employee disciplinary actions
- Acts as an employee relations specialist.
- Maintains employee personnel files.
- Updates, monitors and maintains eligible salary adjustment/increases.
- Reports, maintains and monitors all workers' compensation case files; follow-up on open cases.
- Monitors employee eligibility for benefits plans. Review benefits with employees and processes enrollment, cancellation or changes. Organizes and manages annual open enrollment communications and election process. Maintains and distributes list of new and cancelled employees under each benefit plan. Verifies benefit-billing accuracy and processes for payment.
- Administer COBRA for group health plan.
- Ensures compliance with USCIS Form I-9 Employment Verification; periodically audits Forms I-9.
- Responds to employee relation issues such as employee complaints, harassment allegations and civil rights complaints.
- Facilitates or provides training (including orientation) to the workforce.
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as all team FOCUS meetings.
- Ensures compliance with all federal, state and local employment laws.
- Conducts all background, and pre-employment test.
- Reviews and updates Employee Handbook.
- Oversees risk management program and is a primary OSHA contact.
- Maintains legal oversight and review as needed.

- Reviews General Liability and Workers Compensation insurance annual renewals.
- Oversees all documentation for staff that lives on-site including seasonal housing worksheet and Employee Housing Agreements.
- Oversee Resident Advisors.
- Maintain and update HR database.
- Oversees bi-weekly payroll activities.
- Ensures all positions have a written Job Description.

Supervisory Responsibility

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and copiers.

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. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are generally Monday through Friday; 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand and in keeping with ARCG Scheduling Policy.

Qualifications

- Bachelor’s degree, PHR or SHRM-CP certification preferred.
- Three years HR Generalist or related experience with progressive responsibility in HR management.
- Thorough knowledge of human resources management practices.
- Broad knowledge of benefits, compensation, California employment law, and training/development.
- Experience working with HRIS systems.
- Strong computer skills, knowledge of Microsoft Office applications required (Word, Excel).
- Experience working for a non-profit ministry desired.
- Employees must also be prepared to meet the spiritual needs of staff and guests and perform other related duties and assignments as required.
- Be in harmony with ARCG statement of faith and code of conduct. (see this link for more information: <http://www.cmalliance.org/about/beliefs/doctrine>)

Rev	Revision Description	Date	Approved By
A	Job Established	5/7/2001	J. Blake
B	Modified for new template; added purpose stmtnt; added 10% focus on technology support	5/12/2004	B. Wohler
C	Major Revision	6/15/2018	K. Chandler