



NORTHERN CALIFORNIA CANCER CENTER

POSITION DESCRIPTION

JOB TITLE	<u>Human Resources Generalist</u>	ORG. UNIT	<u>Administration/Human Resources</u>
SUPERVISOR	<u>Human Research Manager</u>	STATUS	<u>Full time, Exempt, Benefited</u>

PURPOSE OF POSITION:

- Performs and coordinates a broad range of HR generalist functions.

PRINCIPAL DUTIES:

1. Coordinates and implements full-cycle recruitment activities for the organization. Partners with hiring supervisors to identify, assess and hire top-level talent to meet organizational needs. Consults with hiring supervisors to develop effective staffing and retention strategies for current and future needs. In partnership with the hiring supervisors, develops job specifications, criteria and competencies required. Posts internal and external job postings, placing ads in publications and on a variety of Internet job boards. Sources, screens, interviews and drives the hiring process for all positions. Conducts reference checks and negotiates job offers. Ensures recruitment meets legal and regulatory requirements.
2. During peak recruitment periods conducts new hire orientations, ergonomic evaluations and exit interviews. Issues, tracks and deactivates building access card keys.
3. Maintains recruitment database and ensures accurate, timely input and high quality of data. Researches and resolves data quality issues in a timely manner. Prepares detailed annual recruitment analyses, identifying cost per hire, most effective hiring sources, turn-over and retention rates and overall recruitment/retention activity for the year. Adapts recruitment strategies based on analyses. Prepares recruitment summaries/reports.
4. Annually updates NCCC's EEO/Affirmative Action Plans, statements and memos to staff to ensure the organization adheres to and meets EEO/AA goals and requirements. Assists with EEO/AA audits and reports.
5. Serves as primary resource to employees for all leaves of absence including FMLA, CFRA, PDL, PFL and SDI, etc.
6. Works with Facilities Coordinator to update and maintain the IIPP and Disaster Recovery plans. Ensures compliance with safety codes and best practices to reduce liability for workplace injuries. Plans, sets agenda and coordinates quarterly Disaster Recovery meetings. Chairs the organization's Safety Committee and serves as Safety Coordinator.
7. Investigates and responds to worker's compensation and unemployment claims.
8. Provides managers with three and six month performance evaluation forms and follows up to make sure they are completed in a timely manner. May assist in reviewing and making recommendations on reclassification requests.
9. Coordinates schedule and agenda for All Staff meetings with CEO, CAO, PI's and Directors. Makes necessary logistic arrangements such as organizing presentations and IT needs, and following up and coordinating schedules of participants and speakers.
10. Takes the initiative and makes recommendations to improve work efficiencies and streamline HR processes and systems.
11. Carries out other special projects which may be required to facilitate the work of HR and the organization.

QUALIFICATIONS:

- Bachelor's Degree plus a minimum of three years HR generalist experience or equivalent combination of education and experience.
- Knowledge of various HR functions, including recruitment, EEO/AA, Federal and California State HR related laws. Ability to maintain strict confidentiality of all employee and organizational information is essential.
- Must be detail-oriented, able to prioritize work and multi-task with minimal supervision. Exceptional oral and written communication skills; able to interpret and explain complex organizational policies, procedures and protocols and independently compose complex documents and reports for internal and external distribution.
- Demonstrated knowledge of current federal and state laws and regulations related to employment processes and leaves of absences, including FMLA, CFRA, PDL, PFL and SDI.
- Excellent computer skills including MS Office Suite (Word, Excel, PowerPoint). Experience with Access and Adobe Acrobat desired. Recent HRIS experience and HRIS report writing skills required. HR Perspective and BeneTrack experience preferred.
- Self-starter with the ability to interact with employees at all levels in a supportive manner; must be flexible with excellent organizational skills. Able to work efficiently in a collaborative, small team environment.
- Ability to anticipate, identify, analyze and resolve complex administrative/technical problems. Good judgment in setting priorities and coordinating a variety of multiple tasks and projects required.