



HR GENERALIST

Community Initiatives is an Oakland based nonprofit organization providing more than 120 different nonprofit clients with fiscal sponsorship, including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, and human resource services. Our fiscally sponsored projects (FSPs) represent various nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. **This is currently a hybrid role working at least one day/week in our office in downtown Oakland or downtown Los Angeles.**

Summary:

The HR Generalist is a full-time exempt position responsible for the accurate and timely provision of services to enhance Community Initiative's HR/employee processes and to support the various projects sponsored by Community Initiatives. The position will report to the Senior HR Manager.

KEY RESPONSIBILITIES INCLUDE:

- Responsible for documentation and workflow related to digital onboarding/offboarding
- Assist with new employee orientations
- Act as HR consultant to employees and advise on HR processes
- Responsible for employee changes with Payroll or processes directly in payroll system
- Coordinate Leaves of Absence with corresponding documentation and benefits coordination
- Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, and others as needed
- Conduct or acquire background checks, DMV checks and employee eligibility verifications
- Respond to UI claims, benefit audits and similar requests
- Responsible for Worker's Comp reporting as applicable
- Perform routine tasks required to assist in executing human resource programs including but not limited to compensation, benefits, and leave
- Handle employment-related inquiries from employees, referring complex and/or sensitive matters to the appropriate staff
- Prepare special reports as requested
- Special Assignments, other duties as assigned

QUALIFICATIONS:



- A bachelor's degree in human resources or a related field required
- 2-3 years broad HR experience including onboarding, benefits administration & payroll support
- Must be proficient in Microsoft Excel and skilled in using other Microsoft applications (e.g. Word, Teams and Outlook)
- Excellent oral and written communication skills, organizational skills, time management and attention to detail
- Demonstrated ability to work collaboratively in a team-oriented environment and exceptional client service skills are required
- Must be a self-starter with the skills to work independently with minimal supervision and with the ability to manage multiple projects and deadlines simultaneously
- Experience with Paylocity or similar HRIS preferred
- Experience working with unemployment insurance or CA EDD preferred
- Non-profit experience preferred
- Experience with state employment registrations preferred
- Positive attitude, dedicated to nonprofit service, and comfortable with change
- Must be able to retain/work with highly confidential information

Working for Community Initiatives:

This is an exempt position at \$71,000-\$74,000/year

This position is currently hybrid with at least one day/week in office – Oakland or Los Angeles

CI offers a comprehensive benefits package including:

- Fully paid medical, dental and vision
- 401k and Roth with 5% employer match
- Basic life insurance, AD&D, STD & LTD
- 4 weeks of paid vacation
- 12 days of paid sick leave
- 11 paid holidays
- 4 floating holidays

Application Instructions:

Interested candidates should submit a cover letter with salary requirements and resume to jobs@communityinitiatives.org

Equal Employment Opportunity:

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.