

LOS ANGELES REGIONAL FOODBANK JOB AD

POSITION: HR Generalist
SUPERVISOR: Human Resources Director
STATUS: Exempt



Company:

Since 1973 the Los Angeles Regional Food Bank has distributed more than 1 billion meals out to our communities. The Mission of the Food Bank is to mobilize resources to fight hunger in our community. It provides food to more than 300,000 clients on a monthly basis and, in 2016, distributed 67 million pounds of food, the equivalent of 55 million meals. The Food Bank collects food from hundreds of resources, which it distributes through a network of 625 partner agencies throughout Los Angeles County. With the help of more than 30,000 volunteers annually, 97 percent of all revenues go directly to programs.

Los Angeles Regional Food Bank employees are hired based not just on their skills, but also their commitment to our mission and the work we do to help people that live with food insecurity. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles.

Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity, and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all its employees. Los Angeles Regional Food Bank is dedicated to having an excellent staff who will serve our community and our clients in need. Join us!

Essential Functions

Reporting to the HR Director, the HR Generalist provides leadership and guidance to the HR/Payroll Specialist and Front Desk Administrative Assistant; Manages projects and/or performs daily activities as it relates to a specialist area(s) of responsibility such as Employee/Labor Relations, Recruitment, Employee Safety, Payroll Administration and Employee Engagement & Communications.

Employee/Labor Relations: Builds strong working relationships with all staff, demonstrating a high-level of integrity and purpose, and establish a proactive approach to customer service; Addresses employee/labor relations matters, investigating where appropriate, and providing appropriate recommendations; Provides guidance and support to supervisors and managers in administering human resources policies and procedures to ensure that employees are treated fairly, equitably, and consistently to establish a supportive work environment and to avoid potential legal liabilities; Assists employees with FMLA/CFRA and leave of absence questions. Assists with Leave of Absence (LOA) processing and helps track various types of LOA, working collaboratively with Payroll to ensure seamless transactions.

Employment & Recruitment: Works with hiring managers to develop and prepare accurate job descriptions based on department needs and competencies; Proactively seeks and recruits qualified candidates via resume searches and candidate leads; General oversight of onboarding through HRIS

Payroll Administration: Oversees the HR/Payroll Specialist, ensuring a seamless payroll process. Transmits payroll after analysis and quantification of payroll; Works closely with HR/Payroll Specialist and Director to quantify year-to-date 403(b) contributions and ensures accurate and timely reports submissions. Prepares legally-mandated reports and works through audits.

Benefits Administration: Oversees the employee benefits administration program.

HR Administration and Operations: Provides general oversight of the Front Desk Administrative Assistant, working closely with other departments to ensure proper backup for desk assignment.

Employee Safety: Assures required reports and claims are submitted to carrier for handling; Tracks reported accidents and injuries and monitors claims for proper closure; Assures accuracy of OSHA 300 Log for filing and posting according to requirements; Serves as a member of the Safety Committee and works with team managers and supervisors to assure safe work environment.

Knowledge/Skills/Abilities: 3+ years HR Generalist experience within a non-profit or distribution environment; Bachelor's degree in Human Resources Management, Business Administration, or related field preferred; PHR designation preferred but not required; Effective consultative approach with employee relations issues; Highly adaptable, flexible and attentive to details; Customer service focused --- promises made equal promises kept; Tactful, empathetic and able to maintain confidentiality; Good project management skills including the ability to manage tasks and accomplish goals in expeditious manner; The ability to work independently and to use good judgment in decision making; Strong interpersonal, written and oral communication skills; Detail oriented with excellent organizational skills; Self-starter who is able to take initiative and work with minimum supervision; Ability to maintain excellent quantity and quality of work in a high-volume, fast-paced work environment; Passion for the advancement of the organization's mission; Commitment to the seven values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity.

Benefits:

We offer a competitive benefits package:

Medical, dental, vision, flexible spending accounts.

Employer paid Life Insurance and Long Term Disability

403(b) retirement savings plan

Employee Assistance Program

Vacation: 2 Weeks for the first 3 years.

Sick Time: 10 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé and salary requirements.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".