



# OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

<b>JOB TITLE</b>	<b>HR Generalist</b>
<b>REPORTS TO</b>	Teena Rodriguez
<b>TIMELINE</b>	<ul style="list-style-type: none"><li>• Applications accepted starting <b>November 29, 2021</b></li><li>• Hiring <i>immediately</i>, position open until filled.</li></ul>
<b>JOB DETAILS</b>	<ul style="list-style-type: none"><li>• This position requires the employee to be vaccinated</li><li>• Full Time, Regular, Salary, Exempt.</li><li>• Some nights or weekends may be required in support of key Ed Fund events.</li></ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"><li>• The salary range for this position is <b>\$64,220 - \$70,918</b> dependent upon experience and qualifications.</li></ul>
<b>BENEFITS</b>	<ul style="list-style-type: none"><li>• Generous Vacation and Sick Time Accrual</li><li>• Average of 13-15 Paid Holidays</li><li>• Health, Vision, and Dental Insurance</li><li>• Sponsored 401K Plan (non-matched)</li></ul>
<b>INSTRUCTIONS</b>	<p><b>Please read the following in order to avoid application delays:</b></p> <ul style="list-style-type: none"><li>• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</li><li>• Unfortunately, the volume of applications will prevent us from responding to all applications received.</li><li>• Please do not send your application directly through email. Apply for the role at the following link: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=68707&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=68707&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</a></li></ul>

## WORK LIFE AT THE ED FUND:

- Ability to work from home;
- Great mentorship and opportunities for both personal development and professional growth;
- Flexible work schedule;

- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

### **ABOUT THE ED FUND:**

Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to connect public schools with tools, funds, and volunteers. Learn more about our work at [www.oaklandedfund.org](http://www.oaklandedfund.org).

### **ABOUT THE POSITION:**

The human resource Generalist is responsible for performing HR-related duties on a professional level and works closely with the Human Resource Manager in supporting the organization. This position carries out responsibilities in the following functional areas: Benefits Administration, Recruiting, Onboarding & Terminations, Compensation Analysis, Payroll, HR Systems & Data, Compliance, Employment Law, Employee Relations, Report, and Invoices.

### **DUTIES AND RESPONSIBILITIES:**

#### **Benefits Administration**

- Assist with open enrollment administration and communication.
- Assist with providing information to new hires about our offered benefits.
- Assist in conducting benefit enrollment and deduction audits through our various systems.
- Communicate with our brokers regarding benefit inquiries and assist with processing new hire enrollment timelines.
- Perform benefits administration including: change reporting and communicating benefit information to employees and brokers.

#### **Recruiting, Onboarding & Terminations**

- Administer recruiting process for all staff.
- Supports FSP's with recruiting.
- Communicating with clients to ensure questions are met in a timely manner.
- Send out hiring agreements through Salesforce.
- Process onboarding for all employees.
- Conduct orientation for all new hires.
- Assist with creating onboarding plans for new staff as needed.
- Support termination processing and assist with automations.
- Administer employee exit interviews as needed.

#### **Compensation Analysis**

- Coordinate with the HR team regarding annual compensation analysis based on industry standards.
- Review a wide range of relevant compensation data to ensure the company's policies are competitive.
- Assists HR Manager with all compensation-related issues.

## **Payroll**

- Support with semi-monthly payroll processing. Audit the check register preview before running payroll.
- Field Payroll related inquiries and help troubleshoot employee and supervisor issues relating to our payroll system.
- Update payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Resolve payroll discrepancies by collecting and analyzing information.
- Assist with processing and distributing checks as needed.

## **HR Systems & Data**

- Maintain human resource information system records and compile reports from the database.
- Assist in fielding HR-related inquiries to the department, assist in categorizing past requests and solutions as a means of helping to create a Troubleshooting FAQ for future use.
- Processing and filing of Employee Forms, assist in development of processes and creation of additional forms.
- Data entry into our various systems (Salesforce, Paylocity, Paycom) and auditing of current employee and contractor data. Update incorrect information and assist in maintaining databases to ensure records are up to date.

## **Compliance**

- Maintain compliance with federal and state regulations concerning employment.
- Administer and maintain workers compensation claims and reports.
- File and complete all necessary forms related to federal and state regulations including SDI, EDD, and wage garnishment claims.

## **Employee Relations**

- Assist the HR manager with employee relations.
- Participate in developing department goals, objectives and systems.
- Assist the HR team with employee appreciation efforts, including birthdays and special events.
- Assist in the development and implementation of personnel policies and procedures.
- Perform other related duties as required and assigned.

## **Reports**

- Generate reports for clients.
- Provide clients and the HR manager with payroll projections and reports.

## **Benefits Reconciliation**

- Reconcile invoices against headcount report and process payment for our providers including worker's compensation insurance, medical insurance, 401k, life insurance.
- Storing invoices.
- Communicating with the Accounting team and HR manager that the invoices have been paid.

## **Management**

- Creating a weekly work plan and checking in with HR and Payroll Specialist.

- Professionally develop and mentor HR and Payroll Specialist.
- Provide supervisory feedback to the HR manager.

### **REQUIRED QUALIFICATIONS:**

- Must be fully COVID -19 vaccinated.
- Bachelor's Degree or Certificate in Human Resources Management, and 3 years of work experience, with at least 1 year or supervisory experience preferred or any similar combination of education and experience. Equivalent work experience in lieu of degree or any similar combination of education and experience may be acceptable.
- Ability to work in a team environment and independently; (this position requires 1-2 days work in the office (as needed), remainder will be remote).
- Candidates must reside within the bay area and in close proximity to the office.
- An exceptional eye for reviewing data to ensure its accuracy and validity;
- Ability to work in a team environment and independently;
- High cultural sensitivity and awareness through written and oral communication;
- Excellent organizational and time management skills, with an orientation toward detail, and the ability to work on several projects at one time with multiple deadlines;
- Personal qualities of integrity, credibility, confidentiality
- Flexible and able to multitask; can work within a fast-moving environment, while also driving toward clarity and solutions

### **DESIRED QUALIFICATIONS:**

- Working knowledge of Salesforce, Paylocity, Slack, Asana, CONGA, Hiver, Paycom (strongly preferred).
- Macbook experience/Google Suite (mid/expert level highly preferred).
- Experience working in a nonprofit Human Resources Department preferred

### **EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:**

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.

