



## Temporary People & Culture HR Admin

- Do you enjoy working with People and driving Culture initiatives?
- Do you believe food is a human right?

If you say **YES**— then Alameda County Community Food Bank could be looking for you to be our People & Culture HR Admin!

Alameda County Community Food Bank has been at the forefront of hunger relief efforts for almost 40 years. Through a network of more than 400 agency partners, we currently serve 1 in 4 community members throughout the county and will distribute more than 50 million pounds of food this year. We're changing lives! Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

The People & Culture HR Admin supports all people and HR-related activities and functions and provides front-line customer service in the areas of recruitment, compensation and benefits, employee relations, and risk management. They will assist in HRIS and ATS management, payroll and benefits administration, and understanding and upholding all relevant employment laws, and organizational policies and procedures.

Under the guidance of the Chief People & Culture Officer, People & Culture HR Admin will assist in implementing the People & Culture strategy that brings our organizational values of Belonging, Accountability, Transparency, Community and Hope to life through employee engagement and a deep commitment to customer service. The position requires a proactive, innovative and flexible HR professional who is dedicated to customer service-driven employee relations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Employee Relations and Lifecycle Management

- Assist in ensuring consistency in delivery of all HR programs/policies and explain personnel policies and procedures to employees and job applicants.
- Establish and maintain positive working relationships with all ACCFB staff; demonstrate extreme discretion and confidentiality with regard to personal information and personnel issues.
- Prepare ACCFB orientation packets for New Employee Orientation presentation and other new hire trainings.
- Manage execution of staff recognition program and provide logistical support for all People & Culture events.
- Work on Employer of Choice culture-focused initiatives; and ensure that programs and activities are executed successfully, including implementing wellness initiatives.

#### Payroll & Benefits Administration

- Work closely with the Payroll Administrator by reviewing timecards for accuracy and policy compliance, entering new hires and terminations, entering benefits and deduction changes, and running reports.
- Analyze, maintain and troubleshoot HRIS issues. Collaborate with staff supervisors, finance team and 3<sup>rd</sup> party HRIS vendor to troubleshoot payroll issues.
- Regularly audit payroll registers to ensure that benefit elections are accurately reflected in pay deductions.
- In collaboration with P&C team, Payroll and benefit brokers, assist with administration of employee benefit plans including enrollment, change reporting, invoice review and employee communication.
- Assist with annual open enrollment and process QLE special enrollments by reviewing/approving HRIS elections and coordinating carrier processing with benefits broker.
- Assist staff by explaining offerings, answering questions, connecting them with resources and troubleshooting issues with copayments and other billing.

#### Recruitment

- Assist recruitment for all open positions, including requisition approval, ad copy development, posting and advertising, application collection, resume review, interview scheduling, applicant follow-up, background checks, approval to hire and offer letters.
- Partner with hiring managers to develop recruitment plans that center equity and inclusion, generate diverse applicant pools and effectively evaluate candidates on their merits and potential.
- Develop position-specific interview toolkit, skills assessments and other materials.
- Manage pre-employment logistics and communications, including new hire questionnaire, deployment of HRIS onboarding module, and “what to expect on your first day” communication.

#### Compliance & Risk Management

- Ensure compliance with all federal, state, and local laws on HR policies and procedures.
- Assist in maintaining documentation for all personnel activities such as recruitment, hiring, training, performance evaluation, benefit enrollment, payroll, time off accrual and date of and reason for termination.
- Update system records of benefits plans participation and HR transactions such as hires, promotions, transfers, performance reviews, and terminations, and for reporting purposes.
- Assist in administering all leave of absence requests and disability documents; effectively interpret FMLA and ADA implications in relation to leaves of absences/disabilities, company policies, and attendance records.
- Ensure the accuracy and integrity of employee data in HRIS and all other business application systems; retain records in line with company record retention requirements.
- Ensure proper background screenings, including DMV pull notices, DOT documentation, and I-9 verifications are completed during pre-employment process.
- Maintain up to date knowledge and ensure regulatory compliance with benefit-related state and federal laws (HIPPA, FMLA, COBRA, ERISA, etc.).
- Work with employees to complete workers’ comp claim forms and ensure that injured employees are directed towards the proper medical attention.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### Required Competencies

- 2-4 years of experience in an HR role in a fast-paced environment, or equivalent combination of education and administrative, social services or professional services experience.
- At least 1+ year of experience working in Paylocity or any other HRIS.
- Must have the ability to quickly learn and achieve fluency with numerous HR related technology systems: including HRIS, ATS, and various online platforms for risk management and learning and development.
- Must have excellent organization, time-management, and task-management skills; able to manage competing priorities and remain agile in a constantly changing, deadline-driven environment.
- Proven ability to handle confidential information with great sensitivity.
- Strong interpersonal communication skills; effective listener, write clearly and informatively, seek clarification by asking questions.
- Ability to interact effectively and respectfully with individuals of diverse backgrounds, experiences and personalities;
- Ability to establish credibility, trust and partnership at all levels of an organization.
- Critical thinker with planning, analytical and creative resolution skills.
- Ability to take initiative and work effectively both independently and within a team.
- Impeccable attention to detail; able to maintain precision in work product despite constant interruptions.
- Basic computer skills in MS Office Suite (Word, Outlook, Excel, and PowerPoint).
- Basic public speaking skills, experience facilitating group meeting and trainings.

##### Preferred Qualifications

- Bilingual in English and Spanish.
- Working knowledge of current federal and state laws and regulations pertaining to HR functions.
- Basic understanding of health and wellness plan architecture; open enrollment administration experience.

- Experience in a nonprofit environment with a variety of stakeholders deeply rooted community values.
- Understanding of (or interest in learning about) the role HR policy and procedures can play in creating just and equitable organizations and dismantling institutional frameworks rooted in white supremacy.

#### **PERSONAL ATTRIBUTES AND VALUES**

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Demonstrates humility, integrity and honesty; inspires the trust of others.
- Contributes to building a positive team environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally through this work.
- Highly motivated self-starter and a quick learner; strong work ethic with an orientation toward innovation and process improvement.
- Demonstrates respect for cultural differences and sensitivity to organizational power dynamics.
- Exhibits grace and is able to remain calm in high-pressure situations.
- Sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude!

#### **BENEFITS AND COMPENSATION**

This is a temporary 6 month (with potential to convert to full-time), non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5-hour workday; 1-hour unpaid lunch). The non-negotiable starting salary for this position is \$32.33/hr.

**If you meet these qualifications and want to join our mission, please submit your resume, and answer the application questions on our careers page located at [accfb.org/careers](https://accfb.org/careers).**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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