



Human Resources Administrator

Sacramento Food Bank & Family Services (SFBFS) welcomes people of all backgrounds and circumstances, providing a judgement-free zone for individuals and families throughout Sacramento County. A staff of more than 80 and several thousand volunteers take our mission of fighting food insecurity one step further by offering education and support for families wanting to shape their best tomorrow. More information is available at www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Human Resources (HR) Administrator will perform a variety of HR administrative duties. This position will facilitate daily HR functions including tracking of employees' records, supporting the interview/recruiting process, by performing tasks with a focus to support our recruiting and sourcing tactics. The HR Administrator will help organize, coordinate, and carry out all human resource department projects and processes for the organization, including the administration support of human resources policies, programs and practices. He/She will work directly with and assist the Director of Human Resources on processes for all hiring, separations, training, benefit administration and payroll related HR procedures for new or existing employees. He/she will facilitate the human resource processes as first point of contact for all levels of staff. This position will help ensure legal compliance and regulations by adherence to applicable human resources federal and state compliance requirements, maintenance of records, and all other employee personnel matters.

The Human Resources Administrator will (including but not limited to):

- Provide overall administrative support to the HR department, including maintaining/processing documentation and records and support of recruitment/new hire process, benefit administration and reconciliation of monthly insurance billings, and assist with administrative paperwork related to employee separations (filing/maintenance of personnel records, in compliance with HR regulations)
- Ensure through administration of HR processes that Company and People Leaders are in compliance with various local, state and federal employment laws and enforce company policies, rules and regulations
- Respond to inquiries and other correspondence, as needed, and/or routes inquiries to the appropriate person and assist in projects, such as HR events, benefits open enrollment and company-wide meetings
- Other duties as assigned

SKILLS AND EXPERIENCE REQUIRED

- Associate's degree (A. A.) or equivalent from two-year college; or a minimum of four years related experience and/or training; or equivalent combination of education
- 2-3+ years extensive HR experience, with working knowledge of labor and employment laws
- Demonstrates employee advocacy and develops a reputation as a neutral and approachable HR professional serving all employees and the organization
- 2+ years of experience in recruiting and candidate screenings
- Must be able to communicate clearly, both written and orally, as to communicate with employees, and in group presentations and meetings
- 2+ year of full cycle payroll processing/time card reviews and attendance tracking-preferred
- Intermediate to advance skills in Microsoft Excel and Word

POSITION DETAILS

- Full-time, non-exempt position; Monday - Friday; infrequent weekends and holidays as needed
- SFBFS' main campus location
- Pay Range: \$28.00 to \$32.00 per hour/depends on experience
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD and more

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: www.sacramentofoodbank.org/employment) which should include three professional references to employment@sacramentofoodbank.org for consideration. **No phone calls please.**