



**changing tides**  
family services

## HUMAN RESOURCE SPECIALIST

### **POSITION PURPOSE**

Under general supervision, performs a range of varied, complex, and confidential administrative and fiscal support for Human Resources and Finance; performs related work as assigned. The Human Resources Specialist reports to the Human Resources Director.

### **ESSENTIAL DUTIES**

- Provides back up for the Human Resource Director; conducts reference checks and employment verifications, answers questions regarding employee benefits and retirement plan, conducts entrance or exit interviews, prepares hire letters and rejection letters, files confidential personnel information, posts job announcements, etc.
- Recruitment activities including developing and distributing job ads and job announcements. Employment trends, wages, job descriptions and job titles.
- Benefit system tasks including monthly audits, enrollment, changes and updates
- Provides varied, complex, and confidential administrative support to management staff, including preparation of written materials, scheduling meetings, and organizing events.
- Using Microsoft Office suite, accurately prepares complex documents including grant proposals, meeting minutes, correspondence, reports, charts, and other materials from brief instructions.
- Responds to and initiates inquiries (questions regarding purchasing, personnel, insurance, facilities, administration, specialized programs, etc.) Explains policies, answers questions, and independently resolve problems whenever feasible.
- Receives and screens phone, fax, mail, and e-mail communications; responds appropriately by providing information or forwarding the communication to the appropriate person. May provide back up for lobby operations.
- Supports all Finance Department positions. Expected to perform some Accounts Payable, Accounts Receivable, and Payroll duties as assigned.
- Performs recurring tasks such as entering weekly deposits, monthly credit card and EFT, Respite time sheets
- Accurately enters information into various database and generates reports as assigned.
- Verifies human resource documents and forms to ensure completeness, accuracy
  - and compliance with human resource policies and procedures; follows up with
  - departments to ensure resolution. Generates monthly CDL and POI reports.
- Provides answers to routine questions, resolves policy or procedure-related problems and refers more complex questions and requests to staff as appropriate
- Represents Changing Tides Family Services at community meetings as assigned
- Provides back up to the Human Resource/Operations Manager with the following:
  - Overseeing a variety of ongoing tasks such as coordinating maintenance of agency cars, including registration, warranty and recalls, contacting landlord regarding site repairs, building maintenance and safety concerns.

- Scheduling meetings and overseeing meeting set up and take downs, room arrangements, setting up audiovisual equipment, coordinating food service, and obtaining certificates.
  - Maintaining specified administrative files, including electronic files; overseeing receipt, submission, tracking, and filing of contracts and other critical agency correspondence.
  - Duties related to the Board of Directors (attends Board of Directors meetings, preparing draft minutes, maintaining Board committee reports and correspondence; distributing Board materials.)
  - Providing or obtaining technical support for cell phones, laptops, and other electronic equipment as directed
  - Assisting with gathering and compiling information for annual 990 Form and program audits and reviews; generating content, compiling and organizing records and files, and formatting agency documents such as strategic planning reports and agency annual reports.
- Provides direct support to other divisions, as needed with little notice and a minimum amount of training, including quality assurance tasks such as file reviews.
  - Assists in maintaining, updating, and distributing agency wide policies
  - Drives in the course of work
  - Communicates effectively orally and in writing, using correct English grammar, spelling, and punctuation.
  - Manages multiple projects accurately and is able to perform high quality work in spite of multiple interruptions.
  - Exercises sound judgement.
  - Maintains confidentiality of personnel, medical, vendor, financial, or any other similar information encountered in the course of work.
  - Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.

## **QUALIFICATIONS**

### **Education and Experience:**

Minimum 2 years' experience providing complex confidential office support. Documented experience performing human resource duties, including processing paperwork, and documented experience performing finance-related duties, including accounts payable, and payroll processing. BA degree desirable.

### **Other Requirements**

- Flexibility to work occasionally during the evenings, weekends, or early mornings.
- Ability to lift bulky items up to 20 lbs.
- Ability to use a computer for extended periods.
- Ability to pass a criminal background check.
- Possession of a valid California driver's license, current insurance, and access to a vehicle for work.