

## Harbor Interfaith Services, Inc. | Human Resources Specialist | Job Description

**Harbor Interfaith Services (HIS)** is a non-profit organization funded by the local, state and federal governments, as well as by the contributions of various foundations, faith communities, and private donors. We provide food, shelter, transitional housing, childcare, and support services to the homeless and working poor in the South Bay area of Los Angeles (SPA) 8.

Harbor Interfaith Services is looking to add a **Human Resources Specialist** to our team. This position reports to the Executive Director and ensures agency compliance with federal and state employment laws while improving the employee experience. This is a full-time position with a set schedule of Monday through Friday, 8am to 5pm. This position will be compensated at \$60,000 annually and we are pleased to offer a competitive benefits package.

### Key Responsibilities:

- Recommending new approaches, policies, and procedures to continually improve the HR department.
- Maintaining the employee handbook and creating addendums as needed.
- Creating and rewriting job descriptions.
- Managing worker's compensation and general liability claims in conjunction with the insurance company.
- Managing all aspects of recruiting, including job postings, phone screenings, scheduling and conducting interviews, and creating offer letters.
- Implementing, maintaining, and conducting new hire orientation training.
- Preparing final documents for terminating employees, including the final check, COBRA documentation, and conducting an exit interview.
- Assisting in managing employee relations, including investigations, counseling, and coaching.
- Administering our benefit program.
- Managing all leave of absences, including FMLA, CFRA, PDL, and USERRA.
- Administering and assisting with the performance evaluation program.
- Conducting verifications of employment and reference checks.
- Attending staff meetings, trainings, and case conferences and completing other duties as assigned.

### We would like to speak to you if:

- You have a Bachelor's degree and/or a PHR certification.
- You have three years of progressive HR experience
- You have knowledge and understanding of federal and state employment laws and regulations.
- You have knowledge of HRIS and/or application tracking systems.
- You can build effective partnerships with team members and others.
- You have strong written and verbal communication skills as well as strong presentation skills.
- You have an excellent attention to detail and the ability to handle multiple projects and tasks.

### About Harbor Interfaith Services

Our mission is to empower the homeless and working poor to achieve self-sufficiency through support services including shelter, transitional housing, food, job placement, advocacy, childcare, education, and life-skills training – and that mission is achieved through our people. We provide an inclusive environment where all are empowered to share their diverse perspectives and experiences so we can ultimately be better together. Our policies, practices, programs, activities and decisions regarding employment, hiring, assignment, compensation, and volunteerism are not based on a person's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, or other protected class.

*Harbor Interfaith Services is an at-will employer, meaning we or our employees reserve the right to terminate employment at any time, for any reason, with or without cause.*