

Position: Human Resources Generalist
Location: Oakdale, CA
Employment Type: Full Time, 40 hours per week, Salaried

HR Generalist Job Summary

Under general supervision, provide guidance and solutions on human resources operational issues. Partner with management to facilitate the delivery of HR services. Ensure the organization's current HR requirements and California wage and hour compliance are met. Serve as contact for employees and answer questions regarding payroll, benefits, and all CVAG HR policies and procedures.

Major Duties & Responsibilities

- Maintain a working knowledge and awareness of CA employment and case law which could affect the employee population at CVAG.
- Ensure that payroll is processed accurately and timely using Paylocity payroll software.
- Manage data and reporting in Paylocity HRIS system.
- Work with CVAG management in the recruitment and selection of candidates.
- Evaluate discipline and termination decisions for risk and compliance within DFEH, DIR and EEOC guidelines.
- Coach employees and managers on correct interpretation and administration of Human Resources policies.
- Assist management in maintaining positive employee relations.
- Partner with management when resolving employee issues while following relevant CA employment regulations and case law.
- Coordinate management training regarding interview processes, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Ensure effective and compliant new employee on-boarding & termination processes.
- Assist CVAG managers with salary and wage administration to ensure pay consistency and equity.
- Ensure CVAG is operating in accordance with federal, state, and local employment requirements, e.g., Fair Labor Standards Act (FLSA), Title VII, etc.
- Manage the leave of absence process to evaluate leave eligibility, accommodations, manage timelines, and ensure compliance with FMLA, CFRA, PDL and ADA.
- Assist managers with administration of Worker's Compensation policies and procedures.
- Ability to maintain confidentiality and discretion at all times while exercising good judgment

Education

- Bachelor's degree preferred
- PHR, SPHR or SHRM certification preferred

Work Experience

- At least 2 years of HR Generalist experience demonstrating knowledge of HR practices, CA legal rules and CA regulations.
- At least one year working with payroll and wage & hour regulations in CA.

Required Knowledge / Skills / Abilities

- Experience applying knowledge of state employment laws to assess compliance issues.
- Experience establishing & maintaining relationships with individuals at all levels of the organization.
- Experience working independently using time management skills such as prioritizing/organizing and tracking tasks, meeting deadlines of multiple projects with varying completion dates.
- Valid CA Driver's License required for infrequent travel to CVAG locations from Dixon to Turlock to Oakland
- Proficiency in Microsoft Applications (Word, Excel, Outlook and Power Point)