JOB DESCRIPTION

HUMAN RESOURCES GENERALIST

JOB SUMMARY

The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with other members of the HR team supporting the overall mission of the organization. This position carries out responsibilities in the following functional areas: onboarding, benefits administration, recruitment/employment, and employment law compliance.

ESSENTIAL FUNCTIONS

- Conduct bi-weekly onboarding of newly hired employees and enter new hire paperwork in HRIS
- Coordinate health, life and disability insurance enrollments and communicate with service providers concerning routine administration
- Reconcile/validate data entry to ensure data integrity, and support routine reporting requests. This includes running monthly reports
- Keep employee records up-to-date by processing employee status changes in the HRIS system in a timely fashion
- Assist in recruitment process by coordinating job postings, reviewing resumes, performing reference checks and telephone interviews
- Maintain listing of approved positions along with assigned salary grade levels
- Support initiatives and activities for employee and manager training, facilitated by HR. May support company-sponsored employee events as directed
- Maintain compliance with federal and state regulations concerning employment
- Perform other duties as required and assigned

KNOWLEDGE, SKILLS and ABILITIES

- Bachelor's degree and at least 3 years Human Resources experience or equivalent combination of education and experience
- Experience with ADP and ADP recruitment module, a plus
- Computer proficiency in Outlook, Word, Excel and PowerPoint
- Previous experience in a union environment, a plus
- Ability to maintain a high level of confidentiality
- Must have high initiative, integrity, strong work ethic, good communication and analytical skills
- Excellent time management, organizational skills and enjoy working in a fast paced environment
- Able and willing to work well in a diverse environment
- Demonstrated commitment to working with homeless people and support for CHP’s mission and culture required.
- SHRM-CP or HRCI-PHR certification preferred
COMPENSATION
Community Housing Partnership is offering a competitive salary and also provides an excellent benefits package.

APPLICATION PROCESS
Applicants should send their resume and cover letter to jobs@chp-sf.org. Please reference “HR Generalist” in the subject line. Please include desired salary in cover letter.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. Community Housing Partnership is an Equal Opportunity Employer. Formerly homeless people, people with disabilities, women and people of color are encouraged to apply. CHP hiring policies require a background check for all applicants working directly with at-risk people.