



**Job Title:** Human Resources Generalist

**Reports To:** Chief Human Resources Officer

**About the CLARE|MATRIX :** CLARE|MATRIX is a nonprofit organization providing compassionate treatment and recovery services for alcoholism and substance abuse to individuals, families, and the community.

**Summary:** The Human Resources Generalist has solid experience with HR practices and employee management. S/He represents the Human Resources department and engages with staff at all levels to express new ideas, suggest solutions, and reach resolution on a wide range of people related issues including, company culture, recruiting and on-boarding, employee relations, policies and practices, employee benefits, leaves of absence, workers' compensation, health and safety, and record compliance.

**Specific Responsibilities:**

- Acts as a single point of the contact for the employees and managers in the facility or business unit.
- Resolve complex employee relations issues.
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention.
- Manage full cycle recruitment for respective area(s).
- Analyze trends and metrics with the HR department.
- Provide HR policy guidance.
- Confers with employees in efforts to resolve problems of employer/employee relations.
- Investigates employee performance related issues and recommends and initiates appropriate action.
- Investigates employee complaints of harassment or discrimination and recommends appropriate action.
- Advises compliance with leaves of absence in accordance with State and federal laws including but not limited to, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), disability, and workers compensation; and determines employee's eligibility for leaves of absence.

- Participates in reasonable accommodation meetings with employees requesting to return to work after a medical leave of absence.
- May conduct interactive process meetings.
- Conducts new hire orientation.
- Advises administrators, supervisors, and employees regarding organization rules and procedures, grievances, disciplinary actions, discrimination complaints, and other HR matters.
- May determine employee training needs and arrange for or conduct training sessions.
- Reviews position descriptions for accuracy, completeness, and appropriateness of action or request.
- Maintains records on disciplinary actions, grievances, discrimination complaints, and related matters.
- Performs related duties as assigned.

### **Knowledge, Experience & Skills:**

- Bachelor's degree in a related field and minimum three years related experience.
- Knowledge of personnel administration policies and practices.
- Must be pro-active, willing, and able to implement new processes.
- Excellent organizational and problem-solving skills.
- Ability to handle multiple projects/priorities simultaneously with an effective outcome.
- Ability to deal with highly confidential information.
- Must possess strong service-orientation skills.
- Ability to build relationships, credibility and trust with employees and management.
- Excellent verbal, written, and interpersonal communication skills.
- PC proficient, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and the Internet.
- HR Certification (PHR or SHRM-CP) Preferred
- HR Nonprofit Experience preferred

### **Physical Demands:**

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

**Work Environment:**

This job will be primarily located at the CLARE|MATRIX 's offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.