



## HR Liaison

**Job Title:** HR Liaison (HR Generalist)

**Department:** Human Resources

**Reports To:** COO/HR Lead

**FLSA Status:** Non-Exempt

**SUMMARY:** HR Liaison will undertake a variety of HR administrative duties. The HR Liaison works in collaboration with the HR Advisor and COO and will be expected to ensure the efficient end-to-end running of HR projects and operations - like keeping track of employees records, onboarding, benefits administration, employee relations, and support the recruiting process.

**DUTIES AND RESPONSIBILITIES** include but are not limited to:

- Partner with business stakeholders and HR Advisor to design, develop, and evaluate HR procedures, programs, and resources.
- Respond to internal and external HR-related inquiries or requests and provide assistance.
- Handle or redirect HR-related inquiries or distribute correspondence to the appropriate person of the team.
- Collaborate with supervisors to maintain and update an efficient HR database, monitor employee lifecycle, and prepare reports for HR metrics.
- Maintain electronic records of personnel-related data (payroll, personal information, LOA, turnover rates, etc.)
- Offer and employment documents - ensure all employment agreements/document requirements are met.
- Perform new hire orientations and ensure effective HR onboarding.
- Completes Forms I-9, verifies I-9 documentation, and maintains I-9 files.
- Administration of Time and Attendance and Payroll Services.
- Benefits Administration – work with Benefits vendors and Benefits web applications to ensure proper benefits administration.
- Perform data analysis and create PowerPoint presentations, as needed for both internal and external stakeholders.
- Support managers with the recruiting process.
- Assists with processing of terminations.
- Assists with the preparation of the performance review/feedback process.
- Assists with recruitment and interview process.
- Schedule meetings, HR events, etc. and maintain the team's agenda



- Maintaining employee confidentiality.
- Assist in ad-hoc HR projects.
- Other duties as assigned.

## QUALIFICATIONS

### EDUCATION and/or EXPERIENCE

- Requires a BS/BA in Business Administration or in a similar field and three (3) years of qualifying Human Resources experience or an acceptable equivalent combination of education and experience.

To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the experience, knowledge, skill, and/or ability required.

- Experience using HRIS / payroll software and web-based tools.
- Proficient with Microsoft Office Suite (Excel, PowerPoint, Outlook, and Word).
- Working knowledge of employment law and wage/hour best practices, in California.
- Excellent interpersonal and communication skills.
- Detailed-oriented and organized.
- Confidentiality and integrity focused.
- Ability to analyze processes and data.
- Excellent problem-solving skills.
- Has a strong desire to succeed in the face of adversity and demonstrates the willingness to push through challenges associated with changes.

### Preferred Qualifications:

- BSc/BA in business administration or relevant field
- Additional HR Manager education/certificate.

**COMPUTER SKILLS** – Demonstrate the ability to use a computer and applicable computer software effectively. Intermediate knowledge of Excel & Word, PowerPoint, Adobe, and Outlook.

**LANGUAGE SKILLS and MATHEMATICAL SKILLS** - Demonstrate the ability to read, comprehend, and respond appropriately through written or verbal form; demonstrate tactfulness when communicating including internal communication with staff members of all levels; ability to communicate with a variety of audiences effectively. Ability to add, subtract, multiply, and divide in all measure units, using whole numbers, common fractions, and decimals.



**REASONING** – Demonstrate the ability to effectively apply common sense and follow through to daily tasks; demonstrate the ability to work with little or no supervision; demonstrate excellent analytical skills; demonstrate the ability to efficiently conduct research and ask appropriate probing questions to complete necessary tasks.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and stand; use phone and headset; use hands, arms, fingers to type; answer phones; write; use calculator; demonstrate strength to lift and carry materials weighing up to 10 pounds; demonstrate clear vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

**SENSORY DEMANDS** - The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering information which requires attention to detail and high levels of accuracy.

**MENTAL DEMANDS** - There are a number of deadlines associated with this position, which may cause significant pressure. The incumbent must also deal with a wide variety of people on various issues.

**REGULAR WORK SCHEDULE** – Schedule varies depending on business needs; however, company normal business hours are 8:00am to 5:00pm, Monday – Friday.