



California Fire Safe Council HR SPECIALIST

GENERAL SUMMARY

The HR Specialist reports to the Business & Operations Officer and is responsible for human resource compliance, oversight of Workers' Compensation, bi-monthly payroll, and benefit administration. This position is responsible for the creation, implementation and ongoing updates to policies and procedures in conjunction with the Business & Operations Officer and will also handle ad hoc special projects within the designated departments of the organization.

This is a full-time, exempt salaried position eligible for Medical, Dental, Vision, Life Insurance, IRA contribution and employer match, Sick, Vacation and other PTO.

This position is based at CFSC's main office located in McClellan, California. During specific COVID protocols, this position may be required to work from a remote location, which the employee would be responsible for securing. CFSC's COVID protocols will dictate the frequency at which this position must be in the McClellan office. Local and/ or statewide travel may be required.

ESSENTIAL DUTIES/ RESPONSIBILITIES

This position is committed to improving internal processes and outcomes by seeking input from all stakeholders.

- Works with staff and management to create processes that support long-term viability.
- Provides data collection and analysis through multiple sources; compiles and returns consolidated, digestible information.
- Serves as primary point of contact for human resource related concerns from employees.
- Assists with communication throughout the organization on deadlines, trainings, etc.
- Uses interpersonal skills and makes sound judgment on projects, tasks, and issues.
- Designs and maintains clear operational guides to ensure consistency of operations.
- Delivers reports to department heads and management teams to provide proactive insight into financial and operational efficiency.
- Facilitates cross-channel feedback within the organization.
- Observes, reviews, and analyzes processes to identify inefficiencies and areas where improvements could be made.
- Serves as a back-up to various staff as needed.
- Ensures compliance with all CFSC policies, standards, and safety and security regulations.
- Performs other duties as assigned.

QUALIFICATIONS

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

- General knowledge of non-profit organizations.
- Five or more years of experience in human resources, payroll, and operations.
- Must demonstrate basic math and accounting skills.
- Experience with state and federal grant procedures and guidelines.
- Proficiency in Microsoft Office Suite, specifically Word, Excel, and PowerPoint.

- Proven ability to adhere to electronic filing systems, including, but not limited to, file naming conventions.
- Knowledge of the principles and methods of office management, budgeting, purchasing and data reporting.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw conclusions; and effectively present information to management, vendors, and staff.
- Ability to use and conserve organizational resources efficiently and effectively.
- Ability to prioritize and plan work activities.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple complex assignments and projects.
- Proven ability to work independently, effectively as an individual and part of a team in a fast-past environment.
- Effective organizational, time management and communication skills. Includes speaking, listening, and writing in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Must possess and maintain a valid driver's license and insurable driving record.
- Must not present a direct threat to the safety and health of self or others.
- No record or disclosure of criminal conviction which indicates an ongoing tendency toward theft, violence, dishonesty, deceit, drug manufacture or sale, moral turpitude, or predatory behavior.
- Must be able to perform essential functions of the job description with or without reasonable accommodation.
- Must provide proof of identification and eligibility to work in the United States of America.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The work environment is usually hectic/fast paced with frequent short deadlines and instances of unusual situations.

Any CFSC staff member must be fully vaccinated for COVID-19. Individuals who are not fully vaccinated are required to have a medical or religious exemption.

INSTRUCTIONS

Send resume to Careers@cafiresafecouncil.org with HR Specialist in subject line.