



Senior Human Resources Generalist – Full Time

SUMMARY

Heritage on the Marina is actively recruiting for a Senior Human Resources Generalist with payroll and benefits administration responsibilities. This position must maintain a policy of strict confidentiality on behalf of Heritage on the Marina. Our organization, one of San Francisco longest-serving continuing care retirement communities, is located in the Marina District. We set ourselves apart by our conscious commitment to serve as a model of excellence for senior care. For more information on our organization, please visit: www.heritagef.org.

Under the general direction of the Controller, the candidate will provide support in the functional areas of Human Resources, including recruiting and employment, personnel records, employee relations, HRIS, workers compensation, benefits administration and payroll. We are looking for a candidate who is a hands-on, self-motivated, well-organized and flexible individual. This position is for a professional who will thrive managing an HR Department of **one** with a part-time administrative assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES will include the following (not limited to).

- Serve as key point of contact for day-to-day employees' and managers' inquiries within the company. Foster good working relationships with employees at all levels, balancing employee advocacy while protecting Heritage on the Marina values and needs and managing risk.
- Partner with the Accounting Assistant/Payroll to facilitate payroll data collection and ensure that bi-weekly payroll is processed on time. Senior HR Generalist will back-up the Accounting Assistant for payroll on an as-needed basis. Monitors, retains and secures proper payroll documentation.
- In collaboration with Department Managers, initiate and implement staffing and hiring process.
- Full cycle recruiting – responsible for job posting, interviewing, conducting background checks and other due diligence procedures. Facilitate, process and onboard new hires through orientation.
- Manage the exit process for outgoing employees including involuntary and voluntary termination. Calculate and prepare manual checks for terminated employees.
- Oversee and maintain the employee personnel, payroll and benefits files.
- Coordinate compensation changes, promotions, transfers and various data changes to ensure Accounting, Payroll, Benefits and HRIS (Paychex) are appropriately updated.
- Administer all employee benefits plans (medical, dental, 401k including Healthy San Francisco and ACA reporting).
- Provide managers with employee relations support, including conflict resolution, disciplinary action and performance improvement plans.
- Assist management in the planning, development, and implementation of employee engagement activities.
- Maintain understanding of current HR legal landscape and identifies legal requirements and government reporting regulations affecting human resources functions. Ensures policies, procedures and reporting are in compliance.

- Coordinate Leave of Absences (FMLA, PDL, CFRA, Workers Compensation). Responsible for the efficient management of workers' compensation processes and claims management.
- 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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors Degree required. PHR certification preferred. A minimum of 4-5 years of HR experience a must and at least 2 years of payroll processing experience preferred. Experience working in the non-profit sector is a big plus.

LANGUAGE SKILLS

Must have excellent interpersonal communication skills and the ability to read and interpret documents. Ability to speak effectively to candidates and employees of Heritage on the Marina, in person, by email or by telephone. Excellent verbal and written English skills are required.

OTHER SKILLS AND ABILITIES

Must have proficient experience working with Microsoft Office applications, as well as standard HR/Payroll platform. Heritage on the Marina utilizes Paychex Flex for HRIS and payroll system.

Must understand the sensitivity of HR information, demonstrates the ability to manage sensitive and confidential situations effectively and professionally.

Strong work ethic with ability to work well independently as well as part of a team. Must be flexible, have a "can do" attitude and be a team player.

NOTE: MUST BE AVAILABLE TO START JOB IN MID-DECEMBER 2017 after post-offer Department of Justice criminal background check and physical/PPD clearances (per Department of Social Services). Proof of eligibility to work in the United States is required.

We are searching for local candidates in the San Francisco Bay Area since relocation is not available.

Heritage on the Marina is an Equal Opportunity Employer – Female/Minority/Veteran/Disability. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sexual orientation, color, religion, national origin, disability, genetic information, or any other applicable status prohibited by federal, state or local laws.