

Position: Human Resource Generalist

Department: Finance and Administration

Reports To: Chief Financial Officer

JOB CLASSIFICATION: Full-Time – Non-Exempt – 40 hours per week. Hours may include working on weekends, evenings and/or holidays, depending on the needs of the organization. The regular work schedule for this position is Monday through Friday from 8:30 a.m. to 5:00 p.m. As noted above, this schedule is subject to change depending on the seasonal and on-going needs of the organization.

SUMMARY: The Human Resources (HR) Generalist oversees Descanso Gardens' Human Resource function. The HR Generalist's primary responsibilities include, but are not limited to, recruiting and onboarding, training employees on company policies and procedures, leading All-Hands meetings, employee performance management, benefits administration, employee relations, HR best practices, company-wide communications, terminations, and safety. The HR Generalist will have an excellent detailed understanding of employment/labor laws and use this knowledge to ensure the organization is well protected, runs efficiently and provides overall support for the entire workforce at Descanso Gardens. The HR Generalist will work collaboratively with management to execute institutional goals and objectives while fostering a workplace environment consistent with the values and mission of Descanso Gardens.

ESSENTIAL FUNCTIONS OF THE POSITION include, but are not limited to:

- Implementing and administering company-wide policies, including ensuring that all employee policies and the employee handbook reflect Descanso's adherence to statutory requirements and compliance with federal and state laws and reflect Descanso's culture and values.
- Ensuring the Employee Handbook and Safety/Emergency Handbooks are updated annually, or as required, and ensuring company-wide compliance is maintained.
- Advising management on daily employee relations and performance management issues. Reviewing all counseling documents prior to disciplinary meeting to ensure compliance with policies and regulations.
- Managing employee annual review process, including tracking completion of all reviews, organizing and filing relevant documents for employee files, effecting annual salary adjustments, if any.

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- Maintaining personnel files, updating organization charts and related documents.
- Working with managers to update and/or create job descriptions.
- Keeping current with changes in all applicable employment laws both federal and state, industry trends and best practices, including knowledge of labor laws related to volunteers.
- Working with Descanso Garden's legal counsel to address various HR-related issues, as needed.
- Recruiting for open positions which includes: job posting, screening applicants, and scheduling, conducting and coordinating interviews.
- Managing the new hire process which encompasses onboarding, background checks, benefits enrollment, etc. – ensuring employees provide and receive all required documents.
- Managing the HR-side of PayCom including adding new employees, terminating employees, tracking PTO accrued balances and adherence to PTO policies, ensuring deductions for taxes, voluntary benefits, garnishments, etc. are accurate and entered timely in the payroll system; ensuring 401(k) changes are accurately and timely recorded in the payroll system
- Ensuring appropriate, accurate and timely reporting and funding of 401(k) plan transactions to the plan administrator.
- Managing employee benefit enrollment and termination – ensuring employees provide and receive all required documents and are enrolled in eligible benefits in a timely manner.
- Assisting employees with benefit-related questions, concerns and unresolved issues, including enrollment and qualifying events, working directly with Descanso's benefits administrator.
- Leading Descanso Garden's Safety Committee alongside other department managers.
- Managing and tracking FMLA and other leaves – ensuring employees receive all required documents and brochures and that employees return required paperwork in a timely manner; ensuring deductions for voluntary benefits (medical, dental, vision, etc.) are accurately tracked and reimbursed by employee.
- Managing Workers' Comp program: training and educating staff on safety policies and procedures; working with broker and carrier to reduce risks; coordinating claims with insurance broker and assisting in any investigations, as needed; administering communications with regards to work-related injuries.
- Arranging all staff trainings and maintaining records of trainings; ensuring compliance with federal and state mandated training requirements.
- Preparing termination documents and responding timely to unemployment claims.
- Other duties as assigned

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EQUIPMENT USED and PHYSICAL DEMANDS: Computers, standard office equipment including phone, calculator, copier, fax machine, projection equipment, etc. as appropriate. This position requires flexibility to work in an office and an outdoor environment, which includes public interaction, some noise, and various other distractions throughout the Gardens. Must be able to walk distances and access various areas of the Gardens, including areas not accessible by paved roads or dirt trails. Some lifting, up to 20 pounds required, but not routinely.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree, HR certification or equivalent experience in Human Resources Generalist role, three year minimum required.
- Excellent interpersonal skills including the ability to handle confidential and sensitive issues with diplomacy.
- Ability to manage multiple tasks and to develop solutions to problems
- Ability to establish and maintain effective working relationships with Descanso staff
- Strong data analysis, organizational, and record keeping skills
- Excellent communication and people skills are required for this position.
- Ability to work easily and effectively with a wide range of people, practicing leadership, motivation, team building, and conflict resolution
- Excellent attention to detail, accuracy, and quality
- Experience and proficiency with Microsoft Word, Excel, and Outlook; and Google Docs, Google Sheets, and Gmail.
- Have a high degree of integrity and honesty
- Have a strong work ethic
- Skilled in creating and/or maintaining tracking systems to ensure that new hires, leaves and terminations are tracked accurately and appropriately, and deadlines are met
- It is essential that the candidate have the flexibility and disposition to interact effectively with staff, team members, trustees, volunteers, vendors, and the public.
- Good working knowledge of computers and familiarity with general office equipment.
- Candidate is required to pass a DOJ background check and credit check, as allowed by law
- Experience working in a nonprofit environment, desired
- English/Spanish proficiency, a plus

COMPENSATION: Commensurate with experience and qualifications.

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TO APPLY: Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to jobs@descansogardens.org with HRG1905 in the subject line. Only those applicants meeting the minimum requirements and submitting all required information may be contacted for further inquiry.

We will accept resumes until the position is filled. No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each candidate will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.