Human Resources Analyst

Reports To Human Resources Director
Department Human Resources
Hours 9:00 am-6:00 pm or varies - full time
Salary Range Depending on experience
Employee Status Non-Exempt
Supervises None
Benefits Two weeks of vacation for first five years, medical and dental benefits on the first of the month following 90 days of employment. Additional benefits.

Agency Summary The Unity Council is a $16 million non-profit community development corporation committed to helping families and individuals build wealth and assets through comprehensive programs of sustainable economic, social and neighborhood development in Oakland and the East Bay. The Unity Council and its affiliates employ 300 culturally and ethnically diverse people in a variety of program lines, ranging from early childhood education to jobs placement to low-income senior housing.

Position Summary The Human Resources Analyst will be responsible for day-to-day Human Resources tasks in a variety of domains i.e. benefits administration, recruitment, hiring, on boarding, and ADP entries and changes.

Responsibilities

- **Recruitment and Hiring:**
  Write and place job ads, prescreen resumes as assigned, coordinate interview schedules and committees, participate in interviews, check references, background checks, fingerprints, schedule TB and physicals, track results, prepare job offer letters, onboard new hires, ensure sites receive appropriate paperwork and conduct new hire orientations.

- **Benefits Administration:**
  - Enroll eligible employees into various benefits plans
  - Benefits reporting and ensuring enrollment
  - Resolve benefit issues and changes with Human Resources Director
  - Coordinate open enrollment
  - Terminate employees on various benefit plans
  - COBRA administration
  - Ensures that eligible employees who become eligible after working 1,000 hours or six months are enrolled in benefit plans
• **Administration:**
  - Research and resolve discrepancies in employee records, in coordination with the Human Resources Director.
  - Interface with auditors during periodic payroll audits (benefits, EDD, funders, etc.).
  - Prepares payroll change of forms for new hires, promotions, terminations, and employee changes and coordinates with payroll.
  - Other analytical support and reporting as requested.

• **Terminations:**
  - Coordinates termination of employees i.e. payroll change of status, final checks, return of agency property, and Cobra information with Human Resources Director

• **ADP:**
  - Enters new hire information into ADP and employee changes
  - Enters benefit information and changes
  - Enters employee changes and ensures accuracy of information
  - Terminates employees on ADP
  - Sets up new hire in Time & Attendance assist them with creating user name and passwords and ensures that managers are trained on how to use system when implemented.

• **Other Duties:**
  - May assist with workers’ compensation, ADP and employee relations.
  - Other duties as assigned.

**Qualifications**

• Minimum AA degree in Business Administration, Public Administration, Human Resources Management or similar technical discipline or combination of education and experience.
• Minimum two years experience working with human resources.
• Experience in complex working environments with hundreds of employees. Experience with ADP HRIS is preferred, as is experience working in a similar position at a large, nonprofit. The selected candidate will also possess strong communication skills and have experience in preparing from scratch customized spreadsheets that can be presented and easily interpreted in hard copy to both technical and non-technical audiences.
• Minimum one year experience with ADP systems, including ADP Custom Reporting and HRIS Workforce Now.
• Experience with Excel.
• Experience with customizing reports preferred.
• Experience coordinating benefits, unemployment, recruitment, hiring and onboarding.
• Must be project-oriented and a self-starter driven to complete each task perfectly and on schedule.
• Exceptional attention to detail and follow through.
- Good communication skills, particular interpersonal and written skills.
- The ability to learn new technical products quickly and assimilate them into an existing process/system.

**Essential physical requirements and/or equipment used**

- Must be PC literate; MS Office skills (Word, Excel).
- Regularly required to operate standard office equipment (personal computer, photocopy machine, fax machine, etc.)
- Ability to work on a computer up to 6 hours a day.
- Regularly required to sit for some periods of time.
- Regularly required to use hands to operate computer and other office equipment.
- Close vision required for computer usage.
- Occasionally required to stoop, kneel, climb, and lift 5 pounds.

**Working Conditions**

Standard office environment without unpleasant or hazardous conditions. Work entails typical physical demands involved in office work.

**Note**

This description is not intended to be construed as an exhaustive list of duties, responsibilities or requirements for the position. This position may change or assume additional duties at any time. The employee may be requested to perform different and additional duties as assigned.

**Pre Employment Requirements**

Criminal Background Check/Live Scan

**Application Process**

Send cover letter and resume
Attention: Human Resources Department
1900 Fruitvale Avenue, Suite 2A
Oakland, CA 94601
Fax 510-535-6923
E-mail: jlara@unitycouncil.org

**Interview Process**

Because of the volume of anticipated responses, only those applicants who meet the required qualifications will be contacted for an interview.

The Unity Council is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.