

CA Center for the Arts, Escondido
Part time Human Resources Coordinator

Position Reports to:

Finance Director

Position Status:

Hourly - Non-exempt

Position Summary:

Perform a variety of Human Resources duties including recruiting, hiring, orientations, terminations, benefits, W/C, and leave administrations.

Position Responsibilities:

Duties may include, but are not limited to the following:

- Process new hire and termination documentation for Center employees in accordance with State and Federal requirements. Distribute completed forms to payroll, supervisors, employees and employee files. Responsible for creating and maintaining new hire and benefits files.
- Conduct background checks for all new hires, including processing drug tests, reference checks and employment verifications.
- Act as liaison between the Center, its brokers and insurance carriers and resolve any benefits-related issues or answer staff questions.
- Process benefits enrollment and termination including conducting benefits orientations, contacting plan administrators regarding plan changes and processing all new hires, changes and terminations to all carriers, adjust monthly bills and responsible for the proper payment of carriers in a timely manner.
- Administer W/C including timely communication of injuries and accident reports to plan carriers; follow up with employees, supervisors, workers' compensation carrier, broker, and physicians by phone or mail to bring claims to conclusion. Work closely with broker to resolve administrative issues.
- Compose and type correspondence concerning Human Resource functions, i.e. offer letters, separation notifications, jury duty notifications, etc.
- Maintain employee boards with Federal and State compliance notices and laws.
- Process EDD claims by submitting separation letters and supporting documents.
- Order employee name badges and business cards.
- Maintain HRIS and employee files (including I-9 binders).
- Book monthly All Staff meetings.
- Other duties as required by the supervisor.

Experience and qualifications:

- Minimum 3-5 years Human Resources experience as a Coordinator or Generalist.
- Strong State and Federal Employment and Labor law knowledge.
- Degree or Human Resources certificate preferred but not required.
- Ability to manage a high level of confidential information.
- Ability to accomplish multiple task priorities in a fast-paced work setting.
- Knowledge of PC and various software applications, including Word and Excel.

CA Center for the Arts, Escondido
Part time Human Resources Coordinator

- Strong oral, written, communication and customer service skills.
- Ability to follow through on all assignments.
- A team player with ability to work well with all levels of staff as well as volunteers.

Compensation:

\$16/hour

Work Schedule:

Employee will work 25 hours per week, Monday – Friday.

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. 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 occasionally required to stand, walk, sit, use hand to finger, handle or feel objects, tools and/or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and or move up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is moderate.

Application Process:

To learn more about our organization, please visit www.artcenter.org. Please submit resume and cover letter (including position title) via Fax , mail or email (in Word format) to: HR, CA Center for the Arts, Escondido, 340 N. Escondido Blvd, Escondido, CA 92025, FAX 760/ 739-0205; Email in Word format only to HR@artcenter.org. Applicants may apply in person Monday - Friday from 9am - 4pm. EOE/Drug Free Employer.