



Opportunity Connections

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Position Title: Human Resources and Compliance Coordinator

Date Available: July 1, 2017

Department Name: Administration

City: Hood River, Oregon

Pay Rate: \$17.00 Hourly

Hours of Work: Monday – Friday 8:00am – 4:00pm

FLSA Status: Non-Exempt

Closing Date to Apply: June 16th, 2017, 5:00pm

To Apply, Contact: Katie Maple

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Address: PO Box 698 Hood River OR 97031

Hours of Work: Monday – Friday 8:00am – 4:00pm

Full time - 40 Hours per week.

POSITION SUMMARY

SUMMARY: Reporting to the Executive Director, the HR Specialist will perform day to day customer service, administrative, compliance and human resources tasks.

QUICK BOOK EXPERIENCE PREFERRED.



Job Title: HR and Compliance Coordinator
Department: Administration
Reports to: Executive Director
FLSA Status: Exempt

SUMMARY: Reporting to the Executive Director, the HR Specialist will perform day to day customer service, administrative, compliance and human resources tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following:

Human Resources and Compliance:

- Manages Affirmative Action Program and other compliance issues such as EEO-1, VETS-100A, Census, CMS and Medicare survey, Staff stability Survey. Renews Corporate Licenses.
- Establish and maintain organization of personnel files and assure compliance with employment-related recordkeeping requirements. Ensure all paperwork pertaining to employees is properly completed prior to acceptance and filing.
- Posts open positions and assists managers with recruitment processes. Reports new hires to the State of Oregon and maintains the I-9 forms.
- Updates job descriptions and wage rate charts
- Assists on preparation of workers' comp 801 forms and processes worker comp claims entering them into OSHA Forms.
- Uses the 501c3 software to enter data for unemployment claims. Prepares for, and attends any phone hearings required.
- Work with Executive Director and Services Director on revising, or creating personnel policies, guidelines for HR documentation and creating an Employee Handbook.
- Does background checks on new hires, and promotions and/or moved employees. Must be authorized on CRIMS by studying the manual and passing the quiz.
- Uses E-Verify to do check for work eligibility for federal Contracted workers.
- Enters Oregon Driver licenses into the DMV system and run driver records reports to ensure proper tracking and information is provided to the insurance company regarding drivers.
- Manage random drug screen process as laid out in the Personnel Policies Manual.
- Maintains training records for managers to assess training needs for staff.
- Develop and present management training on HR related topics.
- Maintain organizational reporting requirements, company organizational chart, and employee directory in conjunction with the Executive Director.
- Works closely with Payroll / Accounts Payable personnel to maintain employee information.
- Manages Insurance policies. Includes the enrollment of employees and renewal of the policies. Verifying monthly billing.
- Managing and filing various data records for OC including archiving.
- Picks up mail from the PO Box in Hood River. Sorts and distributes/sends organizational mail.

Facilities and Office Supplies:

- Facilitates central purchasing of supplies and control inventory.
- Orders through Staples online for some supplies. Shops at local stores for some supplies.
- Responsible for Key inventory.
- Contacts maintenance vendors if needed.

Vehicles and Safety:

- Maintains the organization safety documents including monthly site reports and central safety committee minutes.
- Maintains and reports the OSHA 300 reports and handles all workers' compensation claims, maintains safety documents for each site and assures the timely submission of the documents to administration files. Assures the annual OSHA 300A report is posted on the bulletin board at each site.
- Maintains organization of vehicle files and facilitates timely vehicle license renewals.

Assist with Accounting:

- Cooperate with the Services Director and Accountant, to develop and maintain financial records for the Rep Payee Program established for individuals through Social Security Administration.
- Processing and mailing of checks for Accounts Payable and Payroll.
- Prepares and makes bank deposits.
- Managing and filing various financial data records for OC including archiving.

Performs other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES:

- Communication
- Consultation
- Ethical Practice
- Global and Cultural Awareness
- HR Expertise
- Records Maintenance
- Relationship Management

SUPERVISORY RESPONSIBILITIES: Has not supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. QUICK BOOK EXPERIENCE PREFERRED. 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. Intermediate computer skills in accounting, spreadsheet, and other applications are required, as are a thorough understanding of systematic payroll procedures and the ability to maintain accurate records. The ability to work as a team member with minimal supervision and to meet deadlines independently must be demonstrated.

EDUCATION AND/OR EXPERIENCE: Associate's or Bachelor's degree or equivalent from an accredited college or technical school; or four years of experience in an administrative position; or a combination of education and experience.

CERTIFICATES AND LICENSES: The employee must demonstrate the ability to maintain any required certifications and engage in all required job-related in-service trainings as well as a current driver's license, good driving record, and reliable means of transportation. Meet the minimum requirements for driving organization vehicles.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, business correspondence, and procedure manuals. Ability to read and comprehend simple to complex instructions and correspondence. Ability to effectively present information and respond to questions from groups of managers, clients or customers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee must be able and willing to work with individuals who may exhibit aggressive behaviors and have the ability to tolerate frequent interruptions. In addition, the employee must be willing and able to exercise extreme flexibility in working with a variety of people in a wide variety of settings, conditions, and hours. The noise level in the work environment is usually moderate. The employee is occasionally exposed to outside weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED TESTING AND TRAINING

- Pre-Employment Drug Screen
- Pre-Employment Driving Record Check
- Blood-Borne Pathogens Exposure Training
- Hepatitis B Immunization or Waiver
- Mandatory Abuse and Incident Report Training
- Privacy and Confidentiality Training
- Fire, Safety, and Health Trainings
- Pre-Employment Background Check
- Ethics and Values Training
- Other Training as Required

SIGNATURES: The undersigned employee verifies that he/she has read and understands this job description. The employee understands and agrees that this job description does not constitute an employment contract and is subject to change by the employer as the needs of the employer and requirements of the job change, that it does not include all specific tasks that may be required to be performed from time to time, and that the employee may be asked to perform other reasonably related duties in the course of employment.

Employee's Signature

Date

Supervisor's Signature

Date