



Human Resources Generalist
Closing Date: Until Filled
Classification: Non-exempt
Salary Range: \$34.56 - \$39.10 hourly (DOE)

PURPOSE:

The Human Resources Generalist performs advanced HR functions with a high level of confidentiality and independent judgment, ensuring operational and compliance excellence across the employee lifecycle. This position leads talent acquisition and outreach efforts, onboarding compliance, and assists HR data and reporting.

NATURE OF WORK:

Recruitment & Talent Acquisition:

- Leads full-cycle recruitment for all positions including outreach sourcing, screening, interviewing coordination, and offers.
- Develops recruitment pipelines with universities, community organizations, and professional associations
- Manages internal promotional opportunities, ensuring equitable access and timely communication.

Onboarding & HR Compliance:

- Oversees completion of onboarding requirements including I-9, background clearances, HRIS setup, policy acknowledgments, and compliance forms
- Monitors probationary periods to ensure supervisor and employee consistency and documentation.
- Collaborates with hiring managers create new hire onboarding/training plans
- Creates SOPs in conjunction with areas of responsibility within the HR department

HR Reporting & Workforce Analytics:

- Runs advanced HRIS reports to identify workforce trends and inform leadership decisions.
- Supports creation of dashboards demonstrating recruitment, turnover, and compliance outcomes.
- Supports with HRIS migration project.
- Supports with required audits and compliance requirements

Employee Relations and Engagement:

- Supports with employee investigations, documentation, and follow-up
- Support with legal audits and compliance requirements.
- Supports with planning and executing employee engagement events, such as holiday-themed events, employee recognition programs, and facilitating employee engagement committee meetings.
- Works with HR team to prepare announcements for monthly all-staff meetings.

Benefits & CalPERS Administration:

- Works with Benefits Specialist in administering employee benefits programs as needed.
- Supports Open Enrollment planning and execution.

Leave of Absence / ADA / Workers' Compensation:

- supports with interactive process, medical certifications, modified duty and return-to-work processes as needed.
- Supports with leave compliance steps and ensures required notifications are produced and delivered timely as needed.

PREFERRED SKILLS AND EXPERIENCE:

- Bachelor's Degree required, preferred in HR, Business, Public Admin, Psychology, or related field.
- 3–5 years of progressive HR experience required.
- Strong knowledge of California employment law and HR compliance standards
- Strong knowledge of benefits and leave management.
- CalPERS' experience preferred but not required
- Proficiency in HRIS reporting and data interpretation.
- High-level communication and emotional intelligence skills.
- SHRM-CP/PHR or SHRM-SCP/SPHR strongly preferred

LICENSES / CLEARANCES:

- Background clearance required.

WORK ENVIRONMENT & CONDITIONS:

- Onsite five days a week.
- May require occasional extended hours for urgent HR matters.

Physical Requirements & Travel:

- Ability to remain in a stationary position (seated or standing) for extended periods while working at a computer.
- Ability to move throughout the office to access files, attend meetings, and engage with staff and visitors.
- Ability to lift, push, pull, and carry up to 25–30 pounds occasionally (files, office supplies, equipment).
- Work performed in a professional office environment with standard and bright overhead lighting.
- Local travel may be required within the WRC service area
- Reasonable accommodations will be made for individuals with disabilities to perform essential job functions.

This summary is not intended to represent an exhaustive list of duties; additional responsibilities are determined as to meet the needs of the community we support*

WRC is an equal opportunity employer. Further, WRC will consider employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume to Sarah Reynoso at SarahER@Westsiderc.org and include the **Job Title** in the subject line of the email.

Hiring Manager initials: SR

Date: 07/15/2026