



COME JOIN OUR TEAM

SENIOR HUMAN RESOURCES GENERALIST

POSITION SUMMARY

- Reporting to the Director of Administration & Human Resources, the Senior Human Resources Generalist manages the administration of human resources policies, procedures, programs. The Senior Human Resources Generalist carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment. The Senior Human Resources Assists the Director in handling employee issues, perform recruiting duties, oversee the orientation process, handle employee benefit plans and issues, and assist managers with day-to-day personnel issues. Must understand and stay current with Federal and State Employment Laws.

EDUCATION/EXPERIENCE, SKILLS, CERTIFICATES AND LICENSES

- Bachelor's degree (B.S.) from a four-year college or university in the areas of Human Resources, Business Administration (Advance Degree preferred) or similar degree with five years of experience, or equivalent combination of education and experience.
- Possess excellent skills in Word, Excel, PowerPoint and HRIS.
- CA Drivers License, reliable transportation with insurance and registration.
- PHR/SPHR certification a plus.

COMPENATION AND BENEFITS

- Compensation DOQ
- Health, Vision, Dental,
- PTO (24.5 days for FT employment, 2080 hour per year),
- 401 (k), EAP, AFLAC and Life/Accidental /Dismemberment Insurance,
- Paid Mileage 50 cents per mile.

POSITION CLOSES WHEN FILLED

PLEASE GO TO OUR WEBSITE www.hindshospice.org TO LEARN MORE AND DOWNLOAD AN APPLICATION. SEND OR BRING IN APPLICATION AND CONFIDENTIAL RESUME TO HINDS HOSPICE ATTENTION: HR. ADDRESS IS ON WEB SITE OR CALL (559) 248-8591 AND ASK FOR SONNY/KANDACE.

EOE/AAE