



MEALS ON WHEELS SAN DIEGO COUNTY JOB DESCRIPTION

JOB TITLE: HR Generalist

REPORTS TO: Chief of Staff

FLSA STATUS: Hourly

DIVISION: Administration

Work Location: Onsite, location-by-location

SALARY/HOURLY RATE: \$28-\$31 per hour

WHO WE ARE:

In 1960, Meals on Wheels San Diego County was established by a few local women who saw a need in their community and decided to deliver meals to their elderly neighbors. Fast forward to 2022, and Meals on Wheels now uses technology platforms and mobile applications to track and monitor the total health, safety, and well-being of program participants throughout the region. In the last year, nearly 650,000 meals were served by over 3,400 volunteers, who not only delivered nutritious meals but provided safety checks for local homebound seniors.

Meals on Wheels San Diego County is a nonprofit organization with an annual operating budget of \$7.2M and a team of 92 staff members. It is the only agency covering the entire county, providing meals to homebound seniors for 7 days a week, 365 days per year. Frequently, its volunteers may be the only person the senior sees all day, providing human contact and a safety net, particularly for those seniors living alone. Lives are saved nearly every week as a result of alerting emergency personnel for someone who has fallen, had a stroke, or is simply in need of additional supportive services. Meals on Wheels plays a vital role in allowing our senior population to age in place, enjoying the comforts of their own home.

Meals on Wheels San Diego County provides a competitive benefits package that includes healthcare insurance, dental and vision plans, and a 401K matching program and supports employee development and job promotion. Please visit: www.meals-on-wheels.org to learn more about our organization and programs.

SUMMARY:

Under the supervision of the Chief of Staff, The HR Generalist plays a critical role in supporting our organization's mission by ensuring the effectiveness of various HR initiatives and processes. This position is responsible for managing and executing a range of HR functions, including recruitment, onboarding, policy administration, talent management, and HRIS administration. The HR Generalist is expected to foster collaboration across the HR function and provide valuable services to employees and leaders within the organization.

DUTIES & RESPONSIBILITIES:

- **HR Support:** Collaborate with employees and leaders to execute HR initiatives and processes, including but not limited to recruitment, onboarding, policy administration, talent management, safety and compliance oversight, and HRIS administration.
- **Partnership Building:** Foster a culture of partnership within the HR function to deliver value-added services to employees and leaders throughout the organization.
- **HRIS Management:** Manage HRIS administration, including processing new hires, terminations, promotions, rate changes, and other HR-related data management responsibilities.

- **Recruitment Assistance:** Work closely with the Executive Team to oversee the recruitment process, ensuring compliance with company policies and attracting top talent.
- **Policy Adherence:** Ensure strict adherence to company policies regarding rate changes and performance evaluations.
- **Record Maintenance:** Maintain accurate and up to date HRIS records and generate reports as needed to support data-driven decision-making.
- **Data Audits:** Conduct regular audits of HRIS data entry, benefits administration, and other HR programs, and provide recommendations for corrective actions when necessary.
- **Confidentiality:** Handle confidential employee information with the utmost discretion and professionalism.
- **Employee Interaction:** Engage in daily interactions with employees, fostering a positive and inclusive work environment.
- **Safety & Training:** Oversee safety training and programs to include Occupational Safety & Health Association (OSHA), Injury & Illness Prevention Plan (IIPP)/ Covid Prevention Plan (CPP) and other programs as deemed appropriate and/or necessary.

QUALIFICATIONS:

- **HR Expertise:** Possess a deep understanding of HR principles, policies, and best practices, with at least 3 to 5 years of experience in managing HR projects and initiatives.
- **Technical Proficiency:** Demonstrate advanced proficiency in HRIS systems, Microsoft Office Suite, Teams and SharePoint, and HR-related software applications. Adapt quickly to new technologies and tools.
- **Data Management:** Exhibit expertise in HR data management, including data analysis, reporting, and the ability to maintain data integrity within HR systems.
- **Communication Skills:** Exceptional written and verbal communication skills, with the ability to draft HR-related documents, reports, and correspondence effectively.
- **Organizational Skills:** Exceptional organizational abilities to manage multiple HR tasks efficiently, even in a fast-paced and changing environment.
- **Team Collaboration:** Work effectively within a team, collaborating with colleagues, and contributing to the HR department's goals and initiatives.
- **Initiative and Resourcefulness:** Demonstrate a proactive approach and resourcefulness in addressing HR challenges and finding innovative solutions.
- **Interpersonal Proficiency:** Exhibit strong interpersonal skills and professionalism in interactions with employees, managers, and external partners.
- **Adaptability:** Proven adaptability to changing HR regulations and requirements, staying updated on industry trends and best practices.
- **Ethical Conduct:** Uphold high ethical standards, maintaining the confidentiality and trust associated with HR responsibilities.
- **Nonprofit Experience:** Ideally, have experience working within a nonprofit or mission-driven organization, understanding the unique challenges and opportunities in the sector.
- **Self-Starter:** Proactively initiate and manage HR tasks and projects, requiring minimal direct supervision, and show a strong work ethic.
- **Detail Orientated:** Meticulously attend to HR details, ensuring accuracy and compliance with HR policies and regulations.

REQUIREMENTS:

- Language(s): English, Spanish is helpful but not required
- Pre-Screening: Clean background check

- MOWSDC requires its colleagues to be fully vaccinated against COVID-19 (including any booster shots if required), where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.
- Standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have a valid driver's license. Physical requirements include standing, sitting, typing, bending, and lifting up to approximately 35 lbs. The noise level in the work environment is moderate. Must have reliable transportation.

Note: *This position is considered "Hourly Non-Exempt" by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is an "at-will" employer. Criminal background check, fingerprinting, and bonding are required.*