POSITION: Human Resources Generalist

REPORTS TO: Human Resources Director

Agency Summary:

Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging and positive early learning experiences that promote school readiness and lifetime success. With a staff of 110 and a budget of $13 million, CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

The Opportunity:

The Human Resource Generalist provides professional Human Resources (HR) guidance and consultation in any, some, or all of the following: recruitment, employee/labor relations, performance management, program and policy development, organizational analysis, training and development, interpretation and application of laws, rules, policies, or other functions relating to human resources.

The position is responsible for resolving complex human resource issues. Plans and carries out work independently and with minimum supervision, utilizing knowledge of laws, policies and regulations. Responsible for prioritizing and managing issues within designated area of responsibility. Maintain and ensure a confidential environment at all times.

Nature & Scope

Employee Relations

- In collaboration with Human Resources Director, provide information, interpretation, advice, training, and inform management and employees.
- Respond to questions and issues from employees and management regarding workplace concerns

Labor Relations

- Provide information workplace concerns; performance management, and compliance. Develop and maintain effective working relationships with employees, managers and supervisors.
Recruitment

- Work with department managers and supervisors to develop effective recruitment strategies. Review job duties, qualifications and knowledge, skills, and abilities to create appropriate recruitment tools.
- Monitor and ensure compliance with state and federal regulations in all recruitment functions. Utilize EEO/AA regulations in recruitment processes.
- Provide training to managers and supervisors on hiring processes, procedures and legal requirements. Answer inquiries from management, employees and applicants on recruitment processes and procedures. Assist in the collection, verification, analysis and reporting of human resource information.
- Responsible for onboarding and new hire orientation.

Compliance

- Maintain data integrity in HRIS systems and related vendor systems.
- Pull data and create reports to ensure timely data reporting to internal stakeholders and government agencies.
- Maintain employee files and assist in audit preparation.
- Assist staff with technical HR assistance and questions.
- Have knowledge of, or know where to locate policies and procedures, Washington Administrative Code, Revised Code of Washington, ADA, FMLA, L&I return-to-work, Title IX, Title VII, EEO, ADEA, FLSA, EPA, and other rules and regulations that may impact the college.

Other

- Functional literacy in Microsoft Office suite.
- Experience working in relational databases, HR software preferred.
- Committed and values anti-racist work, cultural relevancy, and inclusion is required.
- Effective written and oral communication skills.
- Emotional intelligence skills, interpersonal skills and proven ability to work in a team environment.
- Effective listening skills with the ability to give and receive feedback.
- Ability to manage self, project deliverables and deadlines.
- Effective problem-solving skills.
- Ability to handle highly sensitive data while maintaining strict confidentiality.
- Complete special assignments and projects as required.
- Develop and provide formal training in areas of expertise.
- Maintain knowledge on current developments and practices in human resources.
- Provide backup to staff as needed.
- Perform other duties as assigned.
- Responsible for overseeing medical, dental, life insurance and 401K enrollment/changes/termination
- Cobra Administrator
- 401k enrollment changes

Qualifications/Core Competencies
• **Mission-driven**: Demonstrates commitment to the mission and values of the organization.

• **Equity mindset**: Demonstrates the values of racial equity, diversity and inclusion; fosters an inclusive environment that facilitates diversity.

• **Communication**: Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening.

• **Adaptability**: Adapts and responds to change; proactively seeks opportunities to be supportive of change that serves our mission.

• **Ownership and quality of work**: Manages own work, and work of teams when relevant, ensuring delivery of high-quality work.

• **Decision-making**: Structures and facilitates decision-making processes; makes decisions effectively and responsibly to improve organizational health and impact.

• **Develops and motivates others**: Motivates and develops others to maximize individual, team and agency impact.

• **Continuous improvement minded**: Identifies strategies to improve organization’s impact; sets course and drives implementation.

• Bachelor’s degree in Human Resource Management, Business Administration, Public Administration, Behavioral Science or closely related field. Any combination of relevant education and/or experience may be substituted for the educational requirement on a year-for-year basis.

• Three years of progressively responsible professional-level human resource experience.

**Specific Requirements:**

• Three years’ demonstrated office administration experience is required. At least one year experience in human resources is required. A minimum of two-years’ experience working in Human Resources or related environment is highly desired. Human Resources certification a plus.

• Effective interpersonal, written and oral communication skills.

• Experience interpreting and applying laws, rules, policies and procedures.

• Ability to interact with large groups and individuals at all work levels.

• Proficiency in the use of computers and software applications.

• Demonstrated success in fostering internal and external community relationships

• Commitment to racial equity with the ability to advocate for it in and outside of the offices and work as a team member at an organization committed to anti-racism.

• A record showing commitment to customer service and the application of appropriate flexibility in response to issues and opposing points of view is required.

• Commitment to racial equity and have the ability to work effectively in a diverse workplace and a learning environment.

• Flexibility of schedule and willingness to work select evenings and/or weekends.

**Preferred Qualifications:**

• Bachelor’s degree, or equivalent, in business management, human resources or related field is preferred.
• Experience in any of the following HR functional areas: recruitment, compensation, training and development, interpretation and application of laws, rules, polices; and procedures, appeals, grievances or unemployment hearings, performance management, program or policy development, performance reviews, organizational analysis or development, employee recognition or other functions relating to human resource management.
  • Professional certification from a recognized human resource/personnel association.

Compensation

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The expected salary range is between, $58,200 - $68,400 depending on qualifications and experience.

Benefits

CCR’s benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays, 3 floating holidays, and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

You will be asked to upload:

1. A resume

2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources’ goals and mission as described in this announcement.

3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity, and inclusion, and/or in advancing racial equity in organizations. This statement should not exceed 300 words.

To apply: Submit your resume, cover letter, and equity statement to hr@childcare.org

To learn more about Child Care Resources, please visit www.childcare.org