



Nature Collective

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Human Resources Representative

Reports to: Associate Director

Summary:

The Human Resource Representative will lead the routine functions of the Human Resources (HR) department, including talent acquisition; position management, classification & pay; employee and labor relations; employee development & training; benefits administration; personnel security & background checks; equal employment opportunity; as well as the full range of related clerical and administrative tasks associated with the management of personnel records and reports.

Essential Functions:

- Human Resources Processes (40%)
 - Onboarding
 - Schedules and conducts interviews and new hire orientations
 - Updates maintain and generate new hire packets (in the onboarding portal, currently in Bambee, and via paper) in compliance with current state and federal laws and in light of frequently changing forms and regulations.
 - Processes all new hire documentation in compliance with state and federal laws for payroll, records, and data management purposes
 - Facilitates the IT, Operations, Marketing, and Website email request for each new hire, communicating effectively the IT needs and setup
 - Strategizes and plans individual and group hires for efficiency.
 - Separations
 - Schedules separation appointments, processes all necessary documentation, and sends communications to various departments (IT,

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- Website, Marketing Specialist, etc.) regarding employees ending employment.
 - Calculates and cuts a final check so it is ready for employees' last day.
 - Presents employee with a final check
 - Terminates employee in the payroll system and archive paper personnel file
 - Handles employee separation and exit interviews in per the employee handbook and organizational policy
- Employee Relations
 - Leads initial, front-line, and employee relations issues and accurately discerns which problems need escalating.
 - Maintains confidentiality regarding all employee concerns with tact, diplomacy, and strategic business acumen
 - Creates and leads employee recognition program
- Equity, Diversity, Inclusion
 - In partnership with the Senior Leadership, oversee and implement organization-wide efforts involving EDI and cultural competency.
 - Assist in identifying ways to intentionally reduce employee barriers to fair treatment, access, opportunity, and advancement within Nature Collective.
 - Examine all Nature Collective policies, procedures, documents, and functions with a diversity, equity, and inclusion lens; recommend changes to create an even more inclusive and welcoming organization for all.
 - Provides leadership in creating an inclusive culture, including arranging or leading training
- Performance Evaluations
 - Works with directors to provide timely and constructive performance evaluations on time (30-day, 6-month, annual).
- Leaves Coordination
 - Coordinates leaves of all types (personal leave, Family Medical Leave, Pregnancy Disability Leave, California Family Rights Act leave, Worker's Compensation leave, etc.)
 - Calculates eligibility for leave and tracks types of leave usage for each absence
 - Obtains all required medical certifications and sends appropriate correspondence, designation notices, etc.
 - Coordination and tracking of ergonomic evaluations and accommodations, apprising program directors and operations director during each process step
- Talent Acquisition (25%).



- Recruitments
 - Drives full-cycle recruitment process, from creating job descriptions to applicants accepting an offer.
 - Oversees the applicant tracking system
 - Partners with directors regarding the recruitment process, educating, leading, and guiding them in strategy and procedure
 - Trains directors regarding best practices in employment (fair hiring practices, state and federal laws, etc.).
 - Crafts accurate, position-based job descriptions and reviews and edits current job descriptions for consistency
 - Posts, markets, and removes positions.
 - Prescreens candidates as necessary for recruitments (adjuncts, staff, faculty, etc.).
 - Schedules, coordinates, and helps facilitate Interviews.
 - Coordinates, schedules, and manages candidate visits
 - Crafts accurate and customized offers for final candidates, managing their status
 - Initiates background and reference checks for each candidate that accepts an offer, updating candidates and directors regarding results and logs results.
- Administrative Functions (25%)
 - Oversees and maintains the HRIS, connecting with provider representatives to solve issues
 - Monitors employment law updates and notifies the leadership team of needed changes to policies, procedures, etc., to remain compliant.
 - Process check requests for bills and invoices for Human Resources
 - Receive, process, and submit employment verifications promptly.
 - Provide data reporting metrics to management as needed.
 - Filing, both paper and electronic (items for personnel files, reimbursements for HR-run events, bills for HR-related items such as EDD payments, etc.)
 - Manages compensation and benefits, including open enrollment, communicating with the liaison at the insurance company as needed.
- Payroll Administration (10%)
 - Processes semi-monthly payroll
 - In partnership with the Accountant and Paychex ensures W2s and 1099s are provided annually from creation to distribution.
 - Calculates eligibility for sick, vacation, and personal time and tracks types of leave usage



- Communicates with liaison at payroll company as needed

Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy, particularly concerning current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to the leadership team and other staff when complex, specialized, and sensitive questions and issues arise; may require administering and executing routine tasks in delicate circumstances, such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental directors to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide employees with internal development opportunities.
- Oversees employee disciplinary meetings, terminations, and investigations
- Maintains compliance with federal, state, and local employment laws and regulations and recommended best practices; reviews policies and procedures to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
- Maintains the employee handbook and other policies (e.g., child protection, COVID-19, safety, etc.)
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems (e.g., Bambee, Paychex)
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and delegate them when appropriate.
- Ability to act with integrity, professionalism, and complete confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

- Outstanding time management skills to frequently meet unwavering deadlines on time.
- Ability to work independently with minimal direction.

Required Qualifications

- Must be able to pass a live scan background check
- Nature Collective requires employees to be vaccinated (with boosters) as a condition of employment, subject to accommodation obligations.
- Must have an affinity to Nature Collective's mission and vision.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required or equivalent combination of education and experience.
- A minimum of three years of human resource management experience
- SHRM-CP or SHRM-SCP, highly desired
- Proficient knowledge of Human Resources Information Systems (HRIS) management, Bambee, and Paychex preferred.
- Demonstrated knowledge of federal and state payroll and labor laws

Physical demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift and carry 15 pounds at times (with or without assistance).
- Must be able to access and navigate the organization's facilities.
- This position requires long periods of sitting, standing, walking, keying, and hand/eye coordination for keyboard data entry and viewing data on a computer monitor.

Benefits & Features

Salary: \$35.00 - \$45.00 per hour

This is a part-time, nonexempt position with 20 hours per week. Schedule typically Monday, Wednesday, Friday. Possibility of hybrid work option after the completion of probationary period.

Location: Solana Beach, CA

The above summary of duties represents the major functions and tasks but is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as required due to business necessity.

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EMPLOYMENT APPLICATION

Submit this application, a cover letter, and resume to admin@naturecollective.org.
Subject: Human Resources Representative. Applications will be accepted through January 30, 2023.
Interviews will be scheduled the weeks of February 6 & 13, 2023.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law.

Please carefully read and answer all questions.

APPLICANT INFORMATION

<u>EMPLOYEE'S NAME (LAST, FIRST, M.I.)</u>		<u>TODAY'S DATE</u>
<u>STREET ADDRESS</u>		<u>APARTMENT/UNIT #</u>
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>	
<u>POSITION APPLIED FOR</u>	<u>DATE AVAILABLE</u>	<u>DESIRED SALARY</u>
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER WORKED FOR THIS COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION

<u>HIGH SCHOOL</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>COLLEGE</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>OTHER</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>

EMPLOYMENT HISTORY (PLEASE INCLUDE 7 YEARS OF EXPERIENCE)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

EMPLOYMENT HISTORY (CONTINUED)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

REFERENCES			
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>

DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

<u>SIGNATURE</u>	<u>DATE</u>
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