

**Job Title: Senior Human Resources Generalist****About Jewish Family Services of Silicon Valley (JFS SV):**

Jewish Family Services of Silicon Valley (JFS SV) empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values. Since our inception in 1977, we have remained committed to our vision that children, adults, and families in our community have access to affordable and meaningful professional services that help give them a better life. The agency's programs are available without regard to race, religion, sexual orientation, or ability to pay.

**Job Summary:**

The Senior Human Resources Generalist will run daily functions of the HR department. This may include tasks such as hiring & interviewing, administering pay, benefits, leave and enforcing company policies and practices.

**Key Responsibilities:**

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications. Maintains data integrity.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation, onboarding and offboarding.
- Performs routine tasks required to administer and execute human resource programs including but not limited to payroll, salary allocation, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintain knowledge of employment related laws and regulations
- Performs other duties as assigned.

**Desired Competencies:**

- **Self-confidence:** HR consultants must be sure of themselves if they are to impart their wisdom and know-how on others.
- **Theoretical and practical knowledge:** They must have the experience necessary to understand what solutions have worked in the past and about how to improve upon past mistakes.
- **Ability to explain ideas and concepts in a simplified manner:** HR consultants understand complex ideas in HR, but they must be able to simplify and explain problems and solutions in terms everyone can understand.
- **Communication skills:** Must have good discernment in communicating critical information to appropriate team members.

- **Adaptability:** Because organizations are always evolving and changing, must be able to foresee and implement multiple solutions.
- **Excellent listening skills:** Before solutions can be discovered, problems need to be fully understood. Therefore, must carefully listen to implement solutions that address specific needs.
- **Trust:** Must display integrity as to build trust.
- **Organizational skills:** Excellent time management skills with a proven ability to meet deadlines; and the ability to prioritize tasks and to delegate them when appropriate.
- **Technology skills:** Must be proficient with Microsoft Office Suite and related software; and must have the ability to quickly learn HRIS and talent management systems

### **Qualifications:**

- A Bachelor's degree in HR, Business or related field preferred
- Minimum 5 years of experience as an HR Generalist or in a related position
- Certification in Human Resources through HRCI and/or SHRM preferred
- A solid foundation of HR knowledge - employment laws and practices
- Experience in leading difficult conversations (terminations, performance improvement, salary reductions, etc.) as well as employee growth and counseling conversations
- Experience in the administration of benefits and compensation programs and other HR programs.

### **Salary and Benefits:**

Salary Range: \$94,000 - \$104,000

This position is full time, 37.5 hours/week. Salary is commensurate with qualifications and experience of the selected candidate.

Benefits include medical, dental and vision care; company contributions to 403B retirement plan; generous paid time off, supportive colleagues; and a positive work environment in a spacious office.

Jewish Family Services of Silicon Valley is an equal opportunity employer and values diversity at all levels of the organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.