EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Generalist</td>
<td>17503</td>
<td>12/19/2019</td>
<td>Morgan Hill</td>
</tr>
</tbody>
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<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
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</thead>
<tbody>
<tr>
<td>40 - 40</td>
<td>$16 - $DOE</td>
<td>Monday - Friday</td>
<td>8:00 am - 5:00 pm</td>
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REQUIRED FOR POSITION: - 3-4 years’ Human Resources experience

REQUIRED EDUCATION: Other - AA degree

JOB DESCRIPTION

PURPOSE OF POSITION:

Provides a wide range of HR services, support and administration to the region including but not limited to new hire administration, personnel services and support within the employment lifecycle, implementation of HR systems and employee activities. Participates as a member of the HR and regional teams in delivering HR services to support CDI/CDC’s efforts to build an exceptional workplace. Serves as a link between employees and the HR Director as identified.

KEY RESPONSIBILITIES:

Employee Onboarding

Support all areas of the Onboarding and Orientation process including:

* Send out Pre-Employment paperwork and track successful completion to ensure proper documents and requirements are collected prior to start date (i.e. Fingerprinting, Offer Letter, arbitration agreement, etc.)

* Coordinate New Hire Orientation with various speakers and lead HR portion of New Hire Orientation

* Gather appropriate New Hire Documentation and partner with HRIS team to ensure employees are properly set up in the HRIS system

* Support Ongoing Onboarding functions such as New Hire Surveys and follow-ups

* Coordinate with centers on timing and status of New Hire start date and activities.

Employee Relations

* Answer inquiries from managers and employees on HR policies and procedures.

* Collect initial statements and information regarding employee relations issues; provide HR Manager/Director with preliminary findings and recommendations as appropriate.

* Coordinate and implement HR-related employee engagement activities and recognition events in line with identified Agency initiatives.

* Keep HRD/HRM informed of all significant departmental activity, status/progress and outcomes.
HR Administration

* Support all personnel services within the employee life-cycle.

* Maintain personnel records; facilitate PAF processes and documents; oversee completion of HR transactions; generate reports and analyze data on trends and patterns.

* Facilitate compensation processes to include quarterly Compensation Progression, Equity, and Merit processes data collection and submission.

* Coordinate and/or support regional personnel meetings and employee education activities such as benefits meetings and open enrollment follow-up.

* Collaborate with and/or provide personnel related support to other departmental teams as needed, in a friendly and positive manner.

* Participate in departmental staff meetings, conference calls and trainings as identified.

* Promote positive and collaborative team dynamics whenever possible.

* Other activities and duties may be assigned as appropriate.

ACCOUNTABILITIES

* New Hires are provided with all necessary information, and paperwork is reviewed to assure completeness and on-time submission.

* Departments and HRIS systems are kept updated with accurate and timely data.

* Employees’ enquiries are addressed appropriately; information given is correct and advice is in line with the policies, culture and practice of CDI/CDC.

* Excellent customer service is provided to both internal and external clients.

* Confidentiality and sensitivity to the nature of personnel issues are maintained at all times.

* Staff accessibility is provided on a consistent basis during regularly scheduled work hours to both internal and external clients.

* Both the HR department and the organization are represented with the highest level of professional presence.

* Values and behavior toward “an exceptional workplace” are embedded in all HR services and support.

3 TO 5 KEY SKILL SETS REQUIRED

AA degree in HR management or general business or equivalent experience; bachelor’s degree preferred.

* Certification in Human Resources is a plus.

* Minimum 3-4 years’ experience in human resources at the generalist level.
Hands-on knowledge of HR generalist functions such as recruitment, benefits, employee relations, employment, and HR systems.

Solid knowledge and understanding of relevant personnel laws and regulations.

Excellent computer skills and working knowledge of common office software.

Excellent professional/business acumen and ability to establish credibility, trust and partnership at all levels of the organization.

High energy, enthusiasm and commitment toward the mission, goals and values of CDI and HR service.

Creativity, innovation and ability to think out-of-the-box in problem-solving.

Exemplary verbal and written communication skills.

Effective interpersonal and influencing skills.

High level of independence, initiative and self-accountability.

Ability to prioritize and multi-task.

Some travel: 20-30% of time within the region.

We Offer:

* Career Development and Training
* Discounted Childcare
* Paid Vacation/Holiday/Sick Time
* Medical/Dental/Vision Benefits
* 401K
* Life Insurance
* Commuter Benefits
* Company Discounts