



Job Description

Job Title: Payroll/Human Resource Generalist
Department: Human Resource Department
Reports to: Human Resource Manager
FLSA Status: This is a full-time, 40 hours per week “Non-Exempt”
Salary: \$60K-\$65K

About Community Housing Development Corporation

Here at CHDC, we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate-income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve. Community Housing Development Corporation is committed to building a staff that is rich with cultural, social, and experiential diversity.

POSITION SUMMARY:

Reporting to the Human Resource Manager, the Payroll/Human Resources Generalist II is an integral role in the department and is the anchor for all logistical and workflow processes. Along with being a trusted resource for staff, the Generalist will fulfill high level, operational tasks such as supporting our learning and development program, training initiatives, and the coordination of our recruitment/hiring processes.

Key Qualities:

- You thrive in a fast-paced organization
- You are resourceful and can effectively trouble shoot daily challenges
- Your superpowers are attention to detail and project management

PRIMARY RESPONSIBILITIES

- Maintain and coordinate communication channels between the HR team, hiring managers and all candidates during the recruitment and hiring.
- Ensure positions are routinely posted, active and/or refreshed on various websites internally and externally.
- Ensure all candidates complete application process and are sufficiently screened for all hiring specifications (salary, vaccination status, remote work, etc.).
- You are knowledgeable of all Community Housing Development Corp. policies and procedures, which allow you to be an effective and reliable resource for staff.
- You will facilitate, monitor, and support all staff with our Covid protocols, keeping the team informed on trends or challenges.
- In support of the HR Manager, you will prepare all documentation for staff onboarding and offboarding processes.



- You initiate and coordinate all internal processes with the HR team, Operations, and IT for the onboarding and offboarding of staff.
- Complete 30/60/90 check-ins with new staff members.
- Responsible for the management and accuracy of all employee data and information in ADP; this includes all employee deductions/changes, 403B loan repayment schedules, 403B enrollments and any IRS and/or state withholding or court mandated garnishment orders.
- You will prep for and initiate our bi-weekly payroll processes for CHDC & CPMC (ensures the accuracy of timecard entries, support to staff, and will work with ADP to trouble-shooting discrepancies when needed).
- Regularly perform audits to ensure benefit deductions, training assignments, etc. are represented accurately in HRIS systems (ADP, Ease, indeed, Etc.)
- Support and work with HR Manager to ensure staff on leave have corresponding payroll deductions.
- Work independently on special projects assigned and takes initiative to manage projects to ensure deadlines are met.
- Work as the lead HR representative in the REDI program/committee.
- Support the HR Manager with providing administrative support to the department as needed. This includes but is not limited to the creation of spreadsheets to track data, trainings coordinated for staff, and researching/facilitating conversations with training consultants.
- Perform other duties as required.

REQUIRED QUALIFICATIONS

- At least 3 years' experience working in a mid-sized HR department, for a fast-paced organization.
- Proficiency using Zoom/Microsoft Teams, Microsoft Office Suite (especially Excel).
- Must have solid proficiency and hands on experience using ADP Workforce Now and HRIS systems.
- Experience with navigating payroll and timesheet processes.
- Must be detail oriented and have excellent organizational skills
- Strong project/time management skills with the ability to multitask and meet deadlines in a fast-paced environment.
- Experience working with all levels of management during hiring and recruitment.
- Experience handling confidential and sensitive matters with empathy.
- Experience coordinating and planning for staff events.
- Some familiarity with Employment laws (i.e., FMLA, CFRA, PDL, ADA) preferred.
- A background clearance is required.
- Proof of full vaccination is required from Covid-19

PHYSICAL REQUIREMENTS

- Manual dexterity to use a telephone, computer, and other office equipment.



- Ability to hear and understand speech at normal room levels, and on the telephone.
- Mental acuity to perform the essential functions of this position and to make quick decisions

How to apply:

Please send application to Rhuntley@communityhdc.org

Benefits:

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving The Bay Area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.