

Employee Name (Please Print) _____

Date _____

**Pine Mountain Club Property Owners Association
Job Description**

Job Title: Human Resource Clerk
Department: Business & Administrative Office
FLSA: Non-Exempt
Reports to: General Manager & Human Resource On-Site Specialist
Approved by: General Manager
Approved date: 2019-06

SUMMARY

This is an entry level human resource clerk position responsible for assisting the general manager and on-site human resource specialist in clerical duties in the manner most pleasing to employees, members and their guests. This position will be responsible for providing confidential administrative support to the general manager and human resource specialist. This position will also be responsible for assisting in the operations of the PMCPOA office through such activities as organizing, scanning, copying, and filing paperwork, preparing new hire folders and benefit packets and completing reference checks and employment verifications. This position will assist, direct and coordinate with the human resource on-site specialist human resource activities and maximize the strategic use of human resources. This position will assist in maintaining functions such as employee compensation, recruitment and personnel policies ensuring that the PMCPOA employee program is administered efficiently and effectively. This position will be required to keep current on all labor laws; recommend changes to employee policies to ensure compliance with current laws.

WORK HOURS

40 hours maximum per week. Weekends and holidays as required. Employee may be required to work overtime hours as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES - This position will have the opportunity to be trained in the following:

- Works closely with the general manager and human resource.
- Performs general administrative and clerical duties as needed.
- Perform special projects as assigned
- Assisting in supervising a variety of programs and policies regarding employees such as advertising job positions, recruitment, processing applications, verifying employment and separation in compliance with organization's policies, contracts, laws, and agreements.
- Establishing a recruiting and interviewing program; counseling managers on candidate selection; recommending changes.
- Review employment applications; submit to department manager, if position is open and qualifications needed are met.
- Plan and conduct new employee orientation programs, enrolling new hires, assist in filling of enrollment forms, review, ensure accurate information reflects in payroll database, maintain and update job descriptions, administer the sexual harassment and safety videos, review company policies, complete new hire check list required by law.
- Administer and inform employees of the medical, dental and vision employee insurance program.

Employee Initials _____

Manager Initial _____

- Communicating with other departments, employees, applicants and staff providing information and assistance regarding recruitment, transfers, employment, personnel records and legislation.
- Handle employee complaints, grievances and disputes and produce answers to the variety of employee questions.
- Serve as a link between management and employees by handling questions and helping resolve work-related problems.
- Maintaining confidentially concerning personnel actions, legal actions, termination and non-renewal documents, and organizational plans.
- Update and prepare the Employee Handbook, keeping it accurate and distributed to all employees.
- Ensure all personnel records are properly maintained for completeness, accuracy, and timeliness and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining forms, files and records and following California law regarding posters/notices and employee training requirements.
- Assisting in scheduling various meetings and employee programs and events in compliance with department needs.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Develop, review, implement and administer human resources policies and procedures and advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
 - Provide current and prospective employees with information about policies, job duties, working conditions, wages and opportunities for promotion.
 - Providing written references, conveying information through developed written materials such as forms, brochures, procedures, and pamphlets required for documentation activities.
 - Plan, organize, direct, control, identify, coordinate, manage and analyze training needs to design employee/manager development, language training and health and safety programs.
- Immediately reports any potential hazard to the general manager, human resource and/or safety officer.
- Maintain a satisfactory attendance record.
- Follow all safety rules and procedures
- Responsible for complying with and coordinating employee safety, welfare and wellness, following healthful work practices and attending safety meetings as required.
- Other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

None at this time in this current role.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); Five years related experience and/or training; or the equivalent combination of education and experience. Generalist human resources experience including knowledge of principles and practices of HR management, knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, knowledge of business principles, Knowledge of principles and processes for providing customer and personal services, knowledge of relevant legislation and regulations, Knowledge of administrative and clerical procedures and knowledge of relevant software.

LANGUAGE SKILLS

High degree of language skills to compose correspondence, write reports, and communicate with members. Read, write and converse in the English language. Ability to speak effectively before groups of members or employees of the organization. Ability to read and comprehend documents such as our Governing Documents, safety rules, operating and maintenance instructions, and procedural manuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

OTHER SKILLS AND ABILITIES

Must possess excellent organizational skills. High level of ability to maintain effective working relationships with co-workers. Must be proficient in the use of personal computers and software, including but not limited to word processing and spreadsheets (includes Word, Excel and Microsoft programs).

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must maintain a valid California driver’s license and a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, or crouch. The employee is occasional required to stand; walk; and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

TOOLS & EQUIPMENT USED

Personal computer and printer, e-mail, 10-key adding machine, copy machine, postage meter, facsimile machine, scanner, laminator, telephone and touch screen POS terminal.

EQUAL OPPORTUNITY EMPLOYER

It is policy to maintain equal opportunities for all employees. The PMCPOA does not unlawfully discriminate on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, race, religion, (including religious dress and grooming practices), color, gender (including gender identity, gender expression and transgender), national origin, (including language use restrictions and possession of a driver’s license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits and social recreational programs.

EMPLOYMENT AT WILL

California is an ‘at will’ employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below, I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

Employee Signature

Date

Department Manager Signature

Date

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Manager Initial _____