



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: People and Culture Generalist	Reporting To: Senior Director, People & Culture
Department: Human Resources	Position: Full-time/NON-EXEMPT

Purpose of Position

The People and Culture Generalist works closely with the Senior Director, People and Culture to provide support to the employees of Orange County United Way (OCUW).

Key Duties and Responsibilities

Recruitment; On-boarding/Off-boarding Process:

- Update job descriptions, post job openings, email staff when new positions are posted.
- Manage recruitment in-box and folders as new resumes arrive.
- Support hiring managers with applicants, candidates and new hires.
- Oversee new hire paperwork and communication including background checks, personal action forms, and review I9 documents.
- Work with payroll specialist to ensure accurate paperwork.
- Facilitate the off-board process including creating all paperwork and communication, and conduct exit interviews.
- Conduct new employee orientation.

Compliance

- Maintain employee records to ensure accuracy and compliance.
- Remind staff when compliance trainings due/overdue ex: Preventing Workplace Harassment and Safety in the Workplace.
- Pull reports as needed for auditing purposes.
- Schedule and attend compliance meetings, trainings and walk-throughs as needed ex: Safety in the Workplace.

Employee Engagement

- Respond to all employee inquiries and requests in a timely manner.
- Assist with creating employee surveys.
- Attend all staff engagement events and activities.

Administrative

- Keep paperwork, files and HR shared drives up to date.
- Occasional back up payroll support as needed.
- Follow up on employment verification requests.
- Other duties as assigned



Core Competencies

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments. OCUW staff are your customers.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; remains neutral and unbiased; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly; listens and obtains clarification; responds well to questions; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Job Requirements /Technical Knowledge

- Bachelor's degree preferred
- 1-3 years' experience in human resources
- Ability to handle confidential matters and information
- Computer skills with emphasis on Microsoft office (Outlook, PowerPoint, Excel, Word, Teams)
- Comfort and proficiency to present oneself and HR topics in person, on Zoom and Teams
- Ability to work on multiple projects with different deadlines/objectives simultaneously
- Organizational management – project management skills, organization, prioritization
- Experience with HR related software and platforms

Compensation

Commensurate with experience, education and market - \$25 - \$32 per hour; competitive benefits.

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 frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer



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and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

Send Resumes To:

recruiting@unitedwayoc.org

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

www.unitedwayoc.org