



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. We believe that delivering effective programs requires support staff that has the same passion and commitment as those who provide direct services. We expect our administrative staff to be respectful and flexible and to be driven to achieve their personal and professional goals.

We endeavor to be an employer of choice and are looking for candidates who will make an immediate and lasting contribution. We have been serving our diverse community for more than 40 years, and if you're passionate about using your skills and experiences to support our mission, we'd like to meet you.

Personnel Officer (Full-time, Exempt)

Unit: Administration
Posting Date: 03/25/2016

Reports To: Chief Operating Officer
Salary: \$42,000 – 52,000 annually DOE, plus BENEFITS

Positions Available: 1

Summary: Under the direction of the Chief Operating Officer (COO), the Personnel Officer is a management level position that oversees the areas of Human Resource Administration, Personnel Benefits Management, Corporate Insurance, and Staff Development and Training. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, exempt position.

Duties / Responsibilities:

- **Oversee the organization's Personnel Administration by:**
 - Overseeing the hire and termination process, ensuring that all internal and external requirements are met;
 - Establishing and maintaining all personnel records;
 - Ensuring that the employee database is current and accurate;
 - Ensuring that all staff positions have current and appropriate job descriptions;
 - Coordinating the performance review process for all employees;
 - Recruiting qualified applicants for job openings;
 - Participating in decisions regarding changes and updates in the Personnel Policies and Procedures Manual;
 - Ensuring organizational compliance with California and Federal employment law;
 - Overseeing all agency events related to staff morale, health and welfare including the all staff retreats, staff picnic and holiday party;
 - Responding to and investigating claims regarding violation of organizational policies and values; and
 - Responding to employee conflicts and assisting managers in determining processes of resolution.
- **Oversee the organization's Personnel Benefits program by:**
 - Overseeing the enrollment and termination of participants into the benefit plans;
 - Assisting employee to file claims for benefits, acting as the organization's liaison with benefit providers, and acting as an advocate for employees as appropriate;
 - Assisting in the selection and renewal of plan benefits; and
 - Maintaining necessary records to document the use of the plan's benefits.
- **Oversee the organization's staff development and training by:**
 - Ensuring that all potential and current supervisors complete the designated training program in a timely manner;
 - Supporting managers and supervisors in identifying the training needs of individuals and teams, and helping to identify appropriate resources to meet those needs;
 - Maintain an ongoing directory of training resources for staff development;
 - Establishing and maintaining an evaluation system for all training taken by staff and making that information available to all supervisors and staff; and
 - Arranging for and organizing in-house staff training as required.



Duties / Responsibilities continued:

- **Oversee organization's insurance:**
 - Acting as the primary liaison with our insurance brokers;
 - Ensuring our coverage is compliant with contractual requirements and federal regulations;
 - Coordinating event specific insurance and coverage for new programs and sites; and
 - Securing specialty insurance coverage and bonds for programs and/or staff.
- **Attend relevant meetings and trainings; and**
- **Other duties as assigned by the Chief Operating Officer.**

Minimum Requirements / Qualifications:

- A High school diploma or equivalent with at least 2 years relevant work experience;
- Ability to organize and prepare documentation in a timely manner;
- Possess initiative, flexibility, and the ability to work under pressure and without direct supervision;
- Demonstrable working knowledge of the use and operation of personal computers;
- Strong interpersonal, organizational, written and communication skills;
- Attention to detail and process-oriented;
- Ability to handle multiple tasks in a fast-paced environment;
- Strong commitment to working with a multicultural community;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Proof of passing a TB test;
- A valid Class C California Driver License, access to personal automobile, and proof of auto insurance;
- Proof of eligibility to work in the United States; and
- Physical requirements: seeing to inspect written documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; bending, kneeling and reaching to retrieve and replace files; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- A Bachelor's degree from an accredited College or University;
- PHR/SPHR certification preferred;
- Bilingual capacity (Spanish/English and/or Korean/English);
- Experience in supervising paid staff;
- Experience in the development and use of database applications; and
- Proof of fingerprinting clearance (Live Scan).

To apply, please submit a **cover letter and resume**.

SUBMIT AN APPLICATION