

JOB DESCRIPTION – HUMAN RESOURCES ASSOCIATE

The City of Bakersfield recently launched a Youth Jobs Program (hereafter known as ‘Program’) in partnership with the Kern Community Foundation and the CaliforniasForAll program. The Program aims to recruit hundreds of at-risk local youths to place them in temporary paid positions that teach key skills and create meaningful career pathways. The youth will work for the City of Bakersfield or local nonprofit organizations focused on public service and regional prosperity.

JOB TITLE: Human Resources Associate

JOB DATES: November 2024 through the completion of Program

JOB SUMMARY: The HR Associate will perform a variety of responsible technical, administrative, and paraprofessional duties in support of human resources system and workflow implementation and projects and will report to the Program Manager. The temporary contract includes execution and reporting of human resources activities for 5 contracted Program staff and all participating youth. The HR Associate will process paperwork, onboard and off-board staff and youth, and conduct periodic check-ins to ensure the program complies with all applicable local, state, and federal laws. This position is eligible for remote or hybrid work.

JOB PAY RANGE: \$25 hourly plus benefits. Benefits include group health care coverage and transportation reimbursement.

ESSENTIAL DUTIES:

- Executes human resources activities to support Program;
- Answers routine correspondence and questions relating to the human resources program;
- Reviews, verifies, and processes documents; corrects errors and enters information into applicable information system;
- Conducts group and individual orientation sessions to inform employees of their benefits;
- Coordinates activities with other departments or external agencies as required;
- Provides support to end-users in the use of human resources system and assigned programs;
- Identifies and documents functional business system requirements and required business processes by collaborating with project team members;
- Evaluate applications for each program cohort to ensure candidates meet program qualifications.
- Collect, organize, and accurately input applicant data into internal systems (Smartsheet and Google Sheets).
- Assess applications to determine suitable matches for placements within various organizations, departments, or specific roles.
- Contact applicants to arrange initial interviews, either in person or via Zoom, and coordinate subsequent interviews with city departments or nonprofit organizations.
- Conduct site visits to verify that intern placements are in safe environments and that facilities meet compliance standards.

- Review job descriptions and insurance policies of partnering nonprofits to ensure alignment with Bakersfield Youth Jobs Program requirements.
- Maintain up-to-date records of contracts and insurance, ensuring timely renewals and compliance properly scan, file, and manage essential and sensitive employee documents to ensure data security.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Training and Experience

- Graduation from an accredited college or university with a degree in Human Resources, Public or Business Administration, or a related field.
- Two (2) years of experience in human resources/clerical work; or
- An equivalent combination of training and experience that demonstrates the capabilities required in the Job Summary.

Knowledge of

- Principles of organization and human resources management;
- Related computer applications, including applicant tracking, word processing, and spreadsheet software;
- Basic research and statistical methods;
- Basic research, data gathering, and report writing methods and techniques;
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Payroll and human resources record-keeping principles and practices;
- Principles and practices of HR areas, including recruitment, applicant tracking, on-boarding, off-boarding, talent management, benefits enrollment, time and labor, absence and leave management, employee and manager self-service, and/or position control;
- Computer-based data management and analysis systems and principles.

Ability to

- Work professionally with eligible youth;
- Gather and translate data;
- Communicate effectively and write clear, concise reports;
- Develop and maintain effective working relationships;
- Maintain accurate records and files;
- Plan, organize and recommend programs and related activities;
- Establish and maintain a variety of personnel and related records requiring confidentiality and security;
- Perform complex and detailed processing work in a database system, including entering data with speed and accuracy, auditing work, and running routine reports;
- Apply and explain applicable codes and regulations;
- Effectively present information to individuals and groups.

Licenses and Certificates

- This position requires driving, applicants must possess and maintain a current, valid Driver License and current auto insurance coverage.

TO APPLY: Please send a resume and cover letter to jobs@kernfoundation.org. Please place the position title in the subject line.