



Human Resources Generalist

Temporary Assignment from March 8th – June, 2021

SUMMARY:

The Senior Human Resources Generalist (SHRG) manages all of the benefit programs and benefit-related activities as well as leave of absences, wellness programs, workers compensation and ergonomics. The SHRG also manages the Human Resources (HR) component of the HRIS (Human Resources Information Systems) and works in collaboration with the payroll personnel. Compiles reports on HR data, as needed. This position reports to the VP for Human Resources (VP for HR).

ESSENTIAL DUTIES AND ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages all of the updates into the Paycom Human Resources Information System (HRIS). Identifies, creates and maintains employee records/data fields in Paycom for reporting. Obtains employee changes to voluntary retirement plan from Lincoln Financial Group and updates the HRIS accordingly.

- Oversees the tuition reimbursement program for staff and non-faculty administrators and other benefits offered to employees.
- Initiates Employee Change Notices (ECN's) as needed.
- Conducts benefits orientation and assists newly hired employees with online enrollment, existing employees with qualifying events and works with benefit carriers on any issues that arise.
- Reconciles and processes benefits invoices.
- Manages all leaves of absence and coordinates benefits for employees on leaves.
- Assists with the termination process and works closely with Payroll to ensure accuracy and proper payment of final check. Ensures COBRA is initiated through Paycom.
- Processes and monitors all employees' workers' compensation claims.
- Assists the HR Generalist (HRG) as a backup when needed with recruitment in posting job advertisements, scheduling interviews, conducting telephone screenings, assessments, reference and background checks. Also assists with onboarding as needed.
- Tracks COVID-19 related activities.
- Other HR related duties as needed.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each 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.

- Excellent written and verbal communication skills
- Great attention-to-detail
- Customer-service focused
- Excellent critical-thinking, problem-solving and math skills
- Takes initiative, self-starter, can work independently; ability to multi-task
- Professional and maintains confidentiality
- Excellent computer skills - Word, Excel, PowerPoint

EDUCATION AND/OR EXPERIENCE:

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- High school diploma or GED and some college required (from a four-year university); a bachelor's degree in Human Resource Management or a related field preferred
- At least three (3) years in Human Resources with at least one (1) year managing benefits and managing an HRIS

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to humanresources@ketchum.edu. Position is open until filled. MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.