



## **Human Resources Generalist**

Location: Santa Rosa (onsite presence required)

Reports To: Executive Director

Status: Full-Time

### **Humane Society of Sonoma County Mission:**

Committed to kindness in service to the community since 1931, the Humane Society of Sonoma County is a donor-supported safe haven for animals. Their mission is to save lives and benefit the wellbeing of pets and their people with kindness, innovation, and leadership.

### **Summary:**

The Human Resources Generalist at the Humane Society of Sonoma County plays a key role in the development and support of our people and culture across all departments and locations. This role bridges day-to-day HR administration with long-term cultural and organizational development.

The Generalist is responsible for employee relations, benefits administration, maintaining employee personnel records, recruitment processes, onboarding new employees, performance management process, employee relations, regulatory compliance, enforcing company policies and practices, ensuring compliance with labor regulations, facilitation of various HR department processes, while partnering with leadership to support a positive, inclusive, and engaged workplace aligned with HSSC's mission and values.

### **Essential Duties and Responsibilities:**

- Recruitment & Onboarding:
  - Refine full-cycle recruitment: job postings, screening, interviews, and offers ensuring a smooth onboarding process for new hires.
  - Coordinate onboarding and orientation programs; support new hire integration with 30-60-90-day touchpoints.

- Employee Relations & Support:
  - Serve as a resource for employees and managers regarding HR policies, benefits, conflict resolution, and workplace concerns.
  - Support and advise in employee performance conversations, coaching, corrective actions, and terminations.
- Responsible investigating workplace issues (like employee misconduct, complaints, conflicts, or policy violations) in a thorough, fair, and impartial manner.
- Benefits & Leave Administration:
  - Administer employee benefit plans (health, vision, dental, life, retirement).
  - Manage open enrollment and ongoing benefits education.
  - Manage leaves of absence, workers' compensation, and unemployment/disability claims.
  - Ensure compliance with all federal, state, and local employment laws and recordkeeping requirements.
- HR Operations:
  - Maintain accurate employee records and personnel files.
  - Maintain employee handbook and support policy and procedure development and implementation.
  - Process HR paperwork, employee changes, and compliance reports.
  - Manage data integrity in HRIS system(s).
  - Review and assist with biweekly payroll in coordination with the Finance Team.
- Culture & Development:
  - Collaborate with leadership to foster a culture of appreciation, inclusion, and continuous feedback.
  - Organize recognition programs and assist with internal communications like newsletters and culture-building events.
  - Coordinate training programs and help identify professional development needs.
- Compliance & Reporting:
  - Stay current on employment law and HR best practices; ensure organizational compliance.
  - Support audits, employment verifications, and regulatory reporting as needed.
  - Perform Background and referral checks.
  - Review timecards and report discrepancies.

## Qualifications:

### Education & Experience:

- Strong working knowledge of California labor laws and HR compliance.
- Bachelor's degree in human resources, Business Administration, or a related field preferred.
- 3–5 years of progressive HR experience in a generalist capacity; nonprofit experience a plus.
- *Professional certification such as aPHR, PHRca, PHR, or SHRM-CP preferred.*

### Skills & Abilities:

- Excellent communication, mediation, and interpersonal skills.
- Strong organizational, time management, and problem-solving skills.
- Maintain confidentiality and discretion.
- Technologically proficient: Ease platform, Microsoft Office, Google Workspace, HRIS, Zoom/Teams.
- Able to work independently while collaborating across teams.
- Ability to demonstrate active listening and compassionate communication when supporting staff through sensitive and emotionally charged situations.

## Physical Requirements:

- Ability to sit at a desk, use a computer, and handle phones for extended periods.
- Ability to work in an environment with occasional moderate noise (e.g., barking dogs) in parts of the shelter.

## Work Environment:

This position is primarily onsite at our Santa Rosa campus with occasional visits to our Healdsburg facility. Must be comfortable working near animals and collaborating with a team passionate about animal welfare.

## Compensation & Benefits:

Salary range: \$70,000–\$80,000, depending on experience. Includes health benefits, 403(b) retirement plan, paid time off, and professional development opportunities.