



## POSITION OPPORTUNITY

### *HUMAN RESOURCES LEAVE AND WORKER'S COMPENSATION SPECIALIST*

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

OCHS is seeking an experienced specialist that will provide direct support and assistance to the HR Manager including special projects. Work through managers to enhance the development and productivity of staff, while maintaining an appropriate employee advocacy position. Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions. Interpret and apply HR policies and procedures and employment regulations consistent with OCHS Performance Standards in compliance with applicable federal, state, and local laws. Plan and conduct new employee orientation to foster positive attitude toward company goals. Investigates workplace accidents and prepares reports for insurance carrier. Conducts initial reporting of workplace injuries. Serve as internal point person for workers comp issues. Assist in the safety committee and take meeting minutes. Conduct basic safety training. Receives initial requests for all agency leave of absence requests. Serve as internal point person for leave of absence. Prepare and produce written materials, including documentation, letters, memos, training materials, reports, tracking sheets, minutes, etc. Actively participate in Agency monitoring and assessment processes, and program policies and procedures. Help ensure that OCHS maintains its commitment to Equal Opportunity Employment.

**Education/Experience:** Bachelor's degree; three to five years related experience and/or training; or equivalent combination of education and experience. Bilingual Spanish preferred.

The salary range for this position is \$23.00 – \$25.00 hourly plus outstanding benefits and a generous retirement plan.

**Final filing date Friday, March 23, 2018 at 5:00 p.m.**

**Apply now to join our team!**

**Submit an application, resume and transcripts to:**

**Orange County Head Start Inc.**

2501 S. Pullman Street, Suite 100

Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATED THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB TITLE: *HR LEAVE & WORKERS  
COMPENSATION SPECIALIST***

**JOB CODE:**  
**EXEMPTION STATUS: EXEMPT**

## JOB PURPOSE SUMMARY

Directly supports the HR Manager and responds to basic employee relations issues from managers and staff. Assists in the overall administration of a broad range of HR services.

## ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Provides direct support and assistance to the HR Manager including special projects. Keeps HR Manager informed on all Human Resources issues.
- Assist in guiding managers toward effective resolution of basic employee performance and employee relations issues. Works through managers to enhance the development and productivity of staff, while maintaining an appropriate employee advocacy position. Maintain communication with HR Manager on all agency initiatives involving employees.
- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions. Interpret and apply HR policies and procedures and employment regulations consistent with OCHS Performance Standards in compliance with applicable federal, state, and local laws.
- Plans and conducts new employee orientation to foster positive attitude toward company goals.
- Investigates workplace accidents and prepares reports for insurance carrier. Conducts initial reporting of workplace injuries. Works collaboratively with HR Manager on workers compensation claim administration. Serves as internal point person for workers comp issues.
- Assist in the safety committee and take meeting minutes. Conducts basic safety training
- Receives initial requests for all agency leave of absence requests. Forwards requests and works collaboratively with HR Manager on leave of absence administration. Serves as internal point person for leave of absence.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Prepares and produces written materials, including documentation, letters, memos, training materials, reports, tracking sheets, minutes, etc.
- Actively participate in Agency monitoring and assessment processes, and program area plans.
- Help ensure that OCHS maintains its commitment to Equal Opportunity Employment.

## **COMPETENCY**

To perform the job successfully, an individual should demonstrate the following competencies:

**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.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

## **JOB QUALIFICATIONS**

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

**Education/Experience:** Bachelor's degree (B. A.) or equivalent from four-year university; three to five years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:** 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 employees.

**Math Ability:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Word software; Microsoft Excel spreadsheet software and ABBRA human resource systems.

### **Certificates, Licenses, Special Experience:**

Valid California driver's license

Familiarity with Head start act and performance standards

Bi-lingual English/Spanish preferred

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**WORKING AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**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. Able to drive to and from different centers.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include Close vision. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk.

**EMPLOYEE STATEMENT**

I certify that I have read and understand the contents of my job description. I understand that my job responsibilities may be changed at any time. Furthermore, I understand that this is not a contract and does not alter the at-will nature of my employment.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Created: 5/11/15