Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

EARLY HEAD START/ HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services

3360 Flair Drive, Suite 100 * El Monte, CA 91731 * Tel: (626) 572-5107 * Fax: (626) 572-7663

POST

Employment Opportunity

Posted Date: November 21, 2019

Deadline Date: Open Until Filled

Position Title: **Human Resources Officer I**
Reports To: **Director**
Department: **Administration- Human Resources**
Employment Status: **Non-Exempt (Part-Time 20 hours per week)**
Compensation Range: **Grade 48/Hourly Rate $31.53-$44.55 monthly PLUS Benefits**

- **Benefits for Vacation and Sick Leave will be accrued, pro-rated based on hours worked**
- **Holiday Pay will be pro-rated to the number of hours works worked (4 Hours pay)**

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION
Main Office: 3360 Flair Drive Suite 100 El Monte, CA 91731

I. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates nineteen preschool sites in Los Angeles County located in: Boyle Heights, East Los Angeles, Echo Park, and Hollywood. Foundation for ECE, Inc. also collaborates with HACLA and LA City.

The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.

II. SUMMARY OF DUTIES

Oversees human resources projects and programs related to employment, classification, compensation, benefits, performance appraisal, training and development, personnel research, employee relations, labor relations, EEO compliance and personnel policies and procedures. Manages the work of administrative support staff. Coaches and counsels department managers regarding personnel policies. Negotiates, develops, and/or interprets labor contracts, human resources policies and procedures, and Personnel Employee Handbook. Negotiates benefit plans and rate increases with brokers and insurance providers. Coordinates staff and management training based on employee development needs.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Bachelor's degree in personnel management, business administration, human resources, or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation.

Experience: Five years' experience in personnel/human resources administration, including labor relations and negotiation, three years of which must have been in a supervisory capacity associated with educational, social services, and family development programs that are related to Early Head Start and Head Start services.

Knowledge and Skills:

- Demonstrated skills and abilities for implementing, coordinating and oversight of human resources activities related to staffing retention and recruitment, fringe benefits, workplace safety compliance, employee leave administration, professional development and training.
- Concepts and applications of benefits management, payroll, human resources information systems, employee relations, labor relations, and employee communications.
- Familiarity with federal, state, and local laws, codes, regulations, and mandates set forth in the Head Start Act an Head Start Performance Standards related to Human Resources

Ability to meet physical requirements of the position, with or without reasonable accommodation

IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), Child Abuse Central Index, and Megan's law prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

***Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must 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. While performing the duties of this job, the employee is regularly required to site; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr., Ste. 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary