Foundation for Early Childhood Education, Inc.
A NON-PROFIT ORGANIZATION
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: 05-10-2017
Deadline Date: 05/31/2017

Position Title: **HUMAN RESOURCES OFFICER 11**
Reports To: **Director**
Department: **Administration**
Employment Status: **Non-Exempt**
Compensation Range: **Grade 52/ $5,719. - $6,008. Monthly; paid bi-weekly**
BI-WEEKLY PLUS BENEFITS

Work Location: **FOUNDATION FOR EARLY CHILDHOOD EDUCATION-Main Office**

I. PROGRAM SUMMARY:

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

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 Employees Handbook. Negotiates benefits 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.

Skills: Expertise and experience in implementing, directing, coordinating and overseeing human resources activities related to staffing and daily operations. Solid knowledge of FMLA and employee leave benefits and personnel administration.

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, and 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), and the Child Abuse Index 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