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**Job Announcement**

Position: Human Resources Generalist

Date Posted: 02/22/2019

Filing Deadline: 03/04/2019

Applicants may submit an application and supplementary information to:

Del Puerto Health Care District

875 E Street, P. O. Box 187

Patterson CA 95363

Phone (209) 892-8781

FAX (209) 892-3755

www.dphealth.org

Email Cheryle.pickle@dphealth.org

**Basic Information:**

Del Puerto Health Care District has been serving the community since 1949. The Del Puerto Health Care District Board has positioned the District to begin moving forward, insuring that all aspects of the health continuum are considered for the communities of west Stanislaus County.

The District's primary mission is to provide the highest quality health care services through Patterson Ambulance and Del Puerto Health Center, while expanding the healthcare availability to the citizens of the Del Puerto Health Care District.

**Human Resources Generalist Job:**

The Human Resources Generalist works with systems and processes for awareness, education, compliance, employment regulations, conducts pre-employment screening including background, and conducts criminal, and reference checks. They will track Compliance with all Employment regulations to include:

Fair Labor Standards Act (FLSA)

Americans with Disabilities Act (ADA)

Family and Medical Leave Act (FMLA)

California Family rights Act (CFRA)

CA Pregnancy Disability Leave (PDL)

Equal Employment Opportunity Commission (EEOC)

Equal Pay Act

Civil Rights Act/Title VII

Age Discrimination in Employment Act

Affirmative Action

Employee Retirement Income Security Act (ERISA)

Workers Compensation

Health Insurance Portability and Accountability Act (HIPAA)

Consolidated Omnibus Budget Reconciliation Act (COBRA & Cal-COBRA)

Occupational Safety and Health Administration (OSHA)

California Employees Relations Board (PERB)

This staff member maintains personnel records, including tracking expirations of employee’s required certifications and licensing. The Human Resource Generalist is responsible for coordination and application of Compensation and Benefits, including Benefit Plans and Open Enrollment. They are the point of contact for employee questions and issues with benefits.

The Human Resources Generalist will do payroll data entry and process employee payroll and information changes.

**Compensation:**

$45,000- $65,000 full time compensation: depending on experience.

**Required Qualifications:**

Minimum Associates degree or equivalent Two-year College or Technical school.

Minimum of three years’ experience, working in Human Resources: HR regulations and compliance preferred.

**Benefits:**

Eligible employees will receive benefits which include Medical, Dental and Vision, Paid Time Off, Extended Sick Time, Life Insurance, Retirement with 3% Company Contribution and 50% Company match up to 6%.

**All Offers of employment are contingent upon passing a pre-employment background screening and a drug and alcohol test.**

**Del Puerto Health Care District/Patterson District Ambulance is an Equal Opportunity Employer.**