



Human Resources Specialist Position Description

Location: Irvine, CA
Reports to: Director of Human Resources
Status: Full-Time, Salaried, Exempt \$69,030 - \$76,700/year (DOE)
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical and Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

***Second Harvest Food Bank requires all new hires to be fully vaccinated for COVID-19.** This policy complies with all applicable laws. If any questions regarding this policy, please inquire.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship** in pursuit of our mission.

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

POSITION DESCRIPTION:

The Human Resources Specialist will work closely with the Director of Human Resources to support all general HR functions, with specific focus on DEIAB initiatives and training. This position is primarily responsible for contributing to development and advancement of our equity and culture commitment through the functions of human resources, including hiring and development. This role requires the ability to focus on our core value of People First to effectively provide the tools that support a positive culture of belonging and career growth opportunities.

ESSENTIAL JOB FUNCTIONS:

- Commitment to Second Harvest's Mission, Vision, and Values.
- In collaboration with director and executive team, helps set vision for food bank's equity journey and organization culture.
- Key role to develop, implement, and support initiatives regarding DEIAB and employee engagement opportunities and programs.
- Create a formal training structure and resources to support staff toward achievement of professional development, including mentorship and leadership opportunities throughout the organization. Align training and development with organizational goals.
- In concert with director, continue to improve and foster a positive culture that emphasizes empowerment, accountability, productivity, and growth.
- Using an equity lens/approach, integrates diverse information to develop a well-informed perspective that can nudge and challenge both staff & leaders to seek multiple perspectives and check assumptions.



- Contribute to a variety of HR responsibilities such as: recruiting, hiring, safety, Workers' Comp, DOT, and OSHA compliance.
- As a member of the HR team, foster strong cohesiveness and communication regarding personnel issues, policies, and changes.
- General knowledge and implementation of CA employment laws and practices.
- Backup support to HR Coordinator for payroll processing, HRIS system and onboarding.
- Collaborate with team to update formal employee recognition program.
- Demonstrate discretion and confidentiality regarding personnel information and issues.
- Other Duties as Required

POSITION QUALIFICATIONS:

- Education
 - Bachelor's Degree, preferably in HR, Business, or another Job-related field
- Experience
 - Minimum 3-years' experience in Human Resources.
 - Demonstrated experience with DEIAB concepts and initiatives.
 - Experience facilitating or coordinating trainings and discussion sessions to promote understanding, effective communication and employee development.
 - Excellent interpersonal skills and ability to build meaningful and strong relationships within the food bank team and external partners.
 - Outstanding interpersonal skills: good listener and thoughtful respondent: positive influencer.
 - Excellent written and verbal communication skills.
 - Working knowledge of Microsoft Office, knowledge of HRIS and payroll systems
 - Strong project management skills, self-motivated with the ability to work independently and move projects forward with minimal supervision.
 - Ability to handle sensitive and confidential information appropriately and with discretion.
 - Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure.

OTHER REQUIREMENTS:

- Valid Driver's License and vehicle insurance to be able to drive throughout Orange County as needed.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to stand, walk, reach, and use hands.
- Extended periods working on computer and phone.
- Occasionally required to stoop, kneel, and crouch
- Indoor office environment and indoor warehouse environment with moderate noise at food bank location

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer
