

# EL CENTRO de la RAZA

## JOB SUMMARY

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### GENERAL INFORMATION

**Position Title:** HUMAN RESOURCES ADMINISTRATOR

**Pay Status:** Executive \_\_\_\_\_ Management  X  Staff \_\_\_\_\_  
Contract \_\_\_\_\_ Exempt  X  Non-Exempt \_\_\_\_\_

**Pay Rate:** \$56,000 - \$62,000/year commensurate with qualifications and related experience

**Reports To:** Executive Director

**Date Summary Established:** 07/15

**Last Revision Date:** 1/21

**Written By:** Associate Administrator

**Approved By:** Executive Director

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### VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States. El Centro de la Raza is an equal opportunity employer.

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### POSITION SUMMARY

Oversees, administers, supervises and coordinates Human Resources areas of El Centro de la Raza. Provides direct support to the Executive Director, and participates as a member of El Centro's Leadership Team.

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### ESSENTIAL FUNCTIONS

- Supports the mission and principles of the organization.
- Coordinates the hiring of staff, including AmeriCorps, LVC volunteers, Work Study Students, AARP Volunteers and Practicum and Intern volunteers, Summer Youth Employment Program. Includes posting job announcements to external sources. Serves as the point of contact with temporary staffing company, as needed.
- Initial screening of job applicants, forward to Department Directors.
- Schedules interviews in coordination with Department Directors.
- Conducts reference checks on potential employees. Coordinates Motor Vehicle Record Check process for applicable positions.
- Coordinates interview teams and participates in interviews.
- Coordinates recommendations for hire to Executive Director in collaboration with Department Directors.
- Completes New Hire Paperwork for submittal department director and fiscal office. Provides orientation on employee handbook and benefits.

- Coordinates exit interviews with employees who are leaving their position.
- ADP upkeep, input and review, Time and Attendance management for all staff. Coordinates with fiscal office on ADP integration and improvements.
- Oversees Agency Insurance policies, procedures and renewal. (Reviews Insurance Policy Annually with Insurance Provider/Executive Director).
- Oversees Organizational Standards Process.
- Matrix oversight, monthly analysis of contract performance for all departments.
- Writes and Updates Policies and Procedures, Administrative, General Practice, Fiscal. Keeps abreast of updates to federal, state and local laws impacting El Centro's employees and HR policies.
- Responds to unemployment claims in coordination with Department Directors.
- Coordinates workers compensation process, including light duty positions, with Department Directors. Maintains OSHA paperwork.
- Works on personnel issues, including leave accommodations, in consultation with attorneys, Department of Labor and others, as directed by the Executive Director.
- Coordinates 6-month and annual performance evaluation process with directors, managers and supervisors.
- Coordinates annual Employee Recognition events including the summer Pachanga and the Holiday Party/Awards Celebration.
- Coordinates semi-monthly Executive Office timesheet submittal to payroll.
- Conducts ongoing review of HR programs as identified by the leadership team.
- Tracks vacation and sick leave accrual and usage for all departments.
- Answers daily questions from leadership and employees as needed.
- Revises Job Summaries for inclusion in the Wage and Salary Program.
- Participates in employee disciplinary actions and terminations.
- Sets up and closes all employee files, keeps employee personnel files up-to-date.
- Signs up employees on medical/dental/life insurance and retirement programs as they become eligible. Coordinates Open Enrollment process.
- Processes 401(k) loan requests in coordination with payroll, American Funds and Third Party Administrator Definiti.
- Reports new hires to the State.
- Performs other duties, special projects and responsibilities as assigned.

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## **MEASURABLE STANDARDS**

- Must be able to work with people from a variety of ethnic and cultural backgrounds.
- Must be able to work independently and as part of a team.
- Ability to work in a multi-ethnic, multi-cultural setting.
- Must perform in a professional manner at all times.
- Ability to work with people at all levels in the organization.
- Must be able to maintain confidences and handle highly confidential materials.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be detail-oriented and have well defined organizational skills.
- Ability to understand overall agency operations.

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## **JOB QUALIFICATIONS**

### **Essential minimum skills, education, and experience:**

- B.A. degree in related field.
- Proficiency in Spanish/English.
- 5 years of high level administrative experience.
- Desire to build a career in the HR field.

### **Additional Preferences and Responsibilities:**

- Ability to develop systems and write policy as needed.

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## **WORKING CONDITIONS/ENVIRONMENT**

Works in a general office environment. Generally works a flexible schedule and may be required to work in excess of 40 hours per week.

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## **NOTES AND SPECIAL REQUIREMENTS**

The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. Requires a 6 month evaluation period.

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## **BENEFITS**

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

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## **APPLICATION PROCESS**

Please send resume to Estela Ortega at [eortega@elcentrodelaraza.org](mailto:eortega@elcentrodelaraza.org). If you have questions, please call 206.957.4613.