



HR Specialist

The Stupski Foundation is a private, not-for-profit operating foundation whose mission is to improve life options for children of color and poverty through the transformation of public education across the country. We do so by providing state, district and school leaders with the knowledge, tools and connections they need to redesign their systems so that breakthrough learning can be brought to scale. We are located in San Francisco, California with an annual budget of approximately \$15 million and 25 full-time staff, with plans for expansion.

We are currently searching for an HR Specialist. Reporting to the HR Director, the ideal candidate will be looking for an opportunity to continue to grow in the field of Human Resources. This position offers an opportunity both to streamline existing processes and create new ones. We are looking for someone who wants to play a key role in building and sustaining basic HR operations.

Responsibilities and Scope of Work:

50% Recruiting

Coordinates recruiting efforts including developing job descriptions and posting open positions, receiving and tracking resumes, and scheduling interviews. Complete new employee offer packages: writes offer letters, creates orientation packets, and coordinates new hire orientation meetings.

25% Benefits Administration & HRIS System

Benefits Administration: Serves as the liaison with TriNet and other partners, for health, dental, vision, and 401(k) benefits. Monitors new employee enrollment and termination of coverage. Provides benefit orientation to new employees. Ensures that benefit enrollment, benefit problem resolution, quality of service and terms of service are met by the benefit providers. Resolves employee's questions and issues regarding benefits. Reviews and approves invoices from service providers.

HRIS: Responsible for managing and updating the HRIS database through TriNet. Maintains accurate employee data including employment status, payroll, and benefit enrollment records in the database. Creates and distributes regular and ad-hoc reports. Maintains HR information for all staff in a public space using SharePoint.

25% Other HR Responsibilities

General HR Administration: Ensures compliant maintenance of employee files and records, I-9 compliance, exit interviews, employment verification, unemployment claims processing. Responsible for administering the foundation's workers compensation program. Responsible for all aspects of leave and disability program administration. Interfaces with vendors, disability insurance carrier and other parties to resolve benefit and pay issues concerning LOA.

Policy and Procedures: Using the employee handbook as a guide, helps to ensure policies/procedures are clearly communicated. Works with employees to answer questions and resolve issues related to routine human resources matters. Works with HR Director to identify and create guidelines to facilitate clear and consistent HR personnel policies and procedures.

Payroll: Work closely with TriNet and provide backup payroll support for the Accounting department. The HR Specialist initiates payroll changes and reviews payroll reports for accuracy. Responsible for collection, review and audit of timesheets and vacation requests.

Compensation and Performance Management: Assists in administration of the foundation's compensation and performance management programs.

Other Projects: Completes other HR projects as necessary.

Skills and Experience:

- 3 - 5 years HR experience (benefits, HRIS, general HR support) in a large or small company; previous recruiting experience a plus
- Knowledge of Benefits Administration
- Knowledge of HRIS and payroll programs
- Excellent verbal and written communications skills
- Ability to communicate effectively and tactfully (internally and externally)
- Proven ability to develop and streamline processes in an HR environment
- Customer-Focused and responsive
- Aptitude for detail-oriented work; ability to work through complex issues with a high degree of accuracy
- Excellent organizational skills; ability to prioritize and work independently
- Demonstrated understanding of basic HR operations and legal issues
- Proven skills in Microsoft Excel, Word, PowerPoint
- BA Human Resources preferred, PHR a plus

How to Apply:

Send your resume and cover letter to: careers@stupski.org. Be sure to indicate "HR Specialist" and your Last Name in the subject line of your email for fastest consideration. The Foundation offers highly competitive compensation and excellent benefits. We are Equal Opportunity Employer committed to diversity.