Human Resources Specialist

Reports to:	VP, Finance & Operations
Job Classification:	Hourly, Non-Exempt
Base Pay Range:	$32.69 - $36.06 per hour ($68,000 - $75,000 annually) *starting pay will be determined based on relevant experience, qualifications, and internal equity*
Schedule:	Full-Time
Location:	Truckee, CA *Hybrid, with an expected 2-3 days per week in the office* *Candidates must reside in the Sierra Nevada region (CA or NV)*

About Sierra Business Council

Sierra Business Council is a 501(c)3 nonprofit corporation established in 1994 and has dedicated over 30 years to enhancing the Sierra Nevada region through community empowerment, environmental stewardship, and economic development.

Headquartered in Truckee, California with satellite offices in Bishop and staff located throughout the region, the organization promotes sustainable regional growth by supporting businesses, solving rural issues, and addressing climate change. SBC's initiatives include economic empowerment through direct technical assistance and development strategies, climate action programs that enhance energy efficiency and reduce carbon emissions, and regional advocacy to elevate the Sierra's interests in policy discussions.

Our company culture supports a passion for the environment, small businesses, advocacy, and the close-knit communities that characterize the region. We are committed to creating an inclusive, supportive, and mission-driven workplace where employees can do meaningful work and contribute to positive outcomes for the community.

Position Summary

The Human Resources Specialist serves as the organization's primary in-house HR professional and manages day-to-day human resources operations for a small nonprofit organization. Responsibilities include payroll administration, recruitment coordination, onboarding and offboarding, employee records management, HR systems administration, benefits and leave administration, employment compliance, employee relations support, workers' compensation administration, and organization wide training coordination.

This position administers established policies and procedures, responds to employee and manager questions, provides practical guidance on routine HR matters, and helps ensure consistent implementation of organizational practices. The

Specialist maintains a working knowledge of California and Nevada employment requirements and provides guidance on routine matters involving wage and hour practices, meal and rest breaks, exempt and non-exempt classifications, leave administration, and application of HR policies, escalating complex or high-risk issues as appropriate.

The Specialist monitors changes in employment laws and regulations, communicates relevant updates to leadership, and implements approved policies, procedures, system, and communication updates within the scope of the position.

The Human Resources Specialist serves as the primary in-house HR contact for employees and managers and works closely with organizational leadership. External HR advisors and legal counsel are available to provide guidance regarding complex, sensitive, or high-risk employment matters.

This position requires sound judgment, professionalism, discretion, strong organizational skills, attention to detail, and a commitment to confidentiality and employee privacy.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Human Resources Administration:

- Maintain accurate, complete, and confidential employee personnel files and HR records.
- Manage employee information throughout the employee lifecycle, including onboarding, status changes, compensation changes, leaves, transfers, and separations.
- Prepare employment related correspondence, forms, personnel documents, and reports.
- Respond to employee and manager questions regarding HR policies, procedures, payroll, benefits, leave programs, onboarding, and routine employment matters.
- Maintain the employee handbook, HR policies, forms, procedures, and related materials; prepare recommended updates as needed.
- Distribute required notices, policies, communications, and employee acknowledgments.
- Support HR audits, reporting, projects, and organizational initiatives.
- Maintain confidentiality of employee, payroll, benefits, personnel, and organizational information.
- Identify process improvements, documentation gaps, or inconsistent application of policies and recommend practical solutions.

Payroll Processing and Administration:

- Process payroll accurately and on schedule.
- Review time records, leave balances, deductions, pay rates, and payroll inputs for completeness and accuracy.
- Process authorized payroll changes, including new hires, terminations, compensation changes, deductions, and direct deposit updates.
- Coordinate payroll processing with supervisors, finance personnel, and payroll providers.
- Research and resolve payroll discrepancies and employee payroll questions.
- Maintain payroll documentation and perform payroll reconciliations.
- Follow established internal controls, approval procedures, and audit requirements.
- Assist with year-end payroll activities, including W-2 processing and required reporting.
- Coordinate payroll updates related to employee leaves, benefits changes, and return-to-work status.

HR, Payroll, and Employee Systems Administration:

- Serve as the primary administrator for HRIS, payroll, timekeeping, applicant tracking, and learning management systems.
- Maintain employee records and data integrity across assigned systems.
- Create, update, and deactivate employee accounts and access in accordance with approved procedures.
- Maintain workflows, forms, system settings, user permissions, and standard reports within assigned authority.

- Monitor system data for accuracy and troubleshoot routine issues.
- Coordinate vendor support and system issue resolution as needed.
- Maintain system security and approved access controls.
- Develop and maintain standard HR, payroll, staffing, and compliance reports.
- Maintain leave and workers' compensation tracking records in designated systems.

HR Compliance and Employment Requirements:

- Monitor changes in applicable federal, California, Nevada, and local employment laws and regulations and communicate relevant updates to leadership.
- Research and apply employment requirements to routine HR matters within the scope of the position.
- Coordinate review of complex compliance issues with external HR advisors or legal counsel, as appropriate.
- Maintain required employment records, notices, postings, forms, acknowledgments, and documentation.
- Track compliance deadlines, reporting requirements, renewals, and employee documentation.
- Support internal audits, external audits, and compliance reviews.
- Maintain documentation demonstrating completion of required HR processes and training requirements.
- Identify and escalate potential compliance concerns, inconsistencies, or risks.

Employee Relations, Complaints, Investigations & Claims:

- Serve as the organization's primary HR contact for employee relations concerns, complaints, investigations, and workers' compensation matters.
- Receive and document workplace concerns and identify matters requiring prompt escalation.
- Coordinate appropriate follow-up with leadership, external HR advisors, investigators, insurance representatives, and legal counsel.
- Gather, organize, preserve, and maintain records and documentation related to complaints, investigations, employment claims, and workers' compensation matters.
- Coordinate interviews, meetings, document requests, deadlines, and follow-up activities associated with investigations and claims.
- Track corrective actions, training requirements, policy updates, and follow-up commitments resulting from investigations or claims.
- Administer workers' compensation reporting, documentation, claim tracking, work-status updates, and return-to-work coordination.
- Maintain strict confidentiality and neutrality throughout employee relations, investigation, and claims processes.
- Refer complex, disputed, high-risk, or legally sensitive matters to appropriate resources.

❖ This position coordinates and supports the administrative aspects of complaints, investigations, and claims but does not independently conduct complex investigations, determine legal liability, determine claim compensability, or make medical decisions.

Organization-Wide Training Coordination:

- Develop, maintain, and coordinate the organization's annual compliance and required training calendar.
- Coordinate required training related to harassment prevention, workplace conduct, ethics, confidentiality, privacy, workplace safety, cybersecurity awareness, and other organizational requirements.
- Collaborate with subject matter experts, external providers, IT personnel, safety representatives, and leadership to identify training needs.
- Coordinate training logistics, scheduling, communications, materials, facilitators, and learning management system administration.
- Maintain centralized training records, completion records, certifications, acknowledgments, and renewal schedules.
- Track outstanding requirements and communicate reminders to employees and supervisors.

- Coordinate onboarding and refresher training for employees as needed.
- Prepare periodic training completion reports for leadership.

❖ Program managers remain responsible for technical, job-specific, project-specific, and professional development training for their teams.

Recruitment, Onboarding, & Offboarding:

- Coordinate recruitment activities, including posting approved openings, scheduling interviews, communicating with candidates, and maintaining recruitment records.
- Prepare new hire documentation and onboarding materials.
- Coordinate background checks and pre-employment processes, as applicable.
- Administer onboarding and offboarding processes and ensure completion of required documentation and system updates.
- Establish and maintain employee records and authorized access across HR, payroll, benefits, timekeeping, technology, and training systems.
- Coordinate onboarding requirements with supervisors, IT, finance, and other stakeholders.
- Ensure new employees receive required orientation and organizational compliance training.
- Process separation related transactions and access changes.
- Coordinate exit interviews and departure feedback processes as directed.
- Escalate significant concerns identified through departure feedback.
- Coordinate administrative activities related to employee leaves and returns from leave.

Benefits and Leave Administration:

- Assist employees with routine benefits questions and enrollment processes.
- Coordinate benefits related paperwork with insurance carriers and benefits providers.
- Maintain accurate benefits information in HR and payroll systems.
- Coordinate employee benefit eligibility changes and related payroll updates.
- Communicate benefits and leave information to employees in a timely and professional manner.
- Administer and track employee leaves of absence under applicable federal, California, Nevada, and local requirements, including FMLA, CFRA, Pregnancy Disability Leave, California Paid Sick Leave, and other applicable leave programs.
- Coordinate leave notices, documentation, leave tracking, payroll and benefits updates, benefits continuation, and return-to-work processes.
- Maintain confidential medical and leave records in accordance with applicable requirements.
- Refer complex leave, accommodation, eligibility, or overlapping leave issues to leadership, external HR advisors, or legal counsel.

General HR Administrative Support:

- Manage day to day HR priorities independently and keep leadership informed of significant issues requiring attention.
- Prepare HR reports, spreadsheets, dashboards, and administrative materials.
- Support employee engagement, recognition, staff communications, and organizational initiatives.
- Maintain HR procedures, process documentation, and training records.
- Assist with HR and organizational projects.
- Attend meetings as assigned.
- Perform other related duties as assigned.

**This position description is not intended to be an exhaustive list of duties, responsibilities, or requirements. Additional duties and special projects may be assigned.*

QUALIFICATIONS:

Required

- Associate's degree, relevant professional certification, or equivalent combination of education and experience.
- 3+ years of progressively responsible human resources experience, including payroll administration, employee records administration, benefits or leave administration, and employee relations support.
- Demonstrated experience processing payroll and maintaining payroll records.
- Experience working with HRIS, payroll, timekeeping, or other employee management systems.
- Working knowledge of California and Nevada wage and hour requirements, including overtime, meal and rest breaks, exempt and non-exempt classifications, leave administration, and employment documentation practices.
- Experience handling confidential employee information and sensitive employee relations matters.
- Ability to interpret and apply employment requirements and organizational policies to routine HR matters.
- Strong organizational, time-management, research, and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong interpersonal and customer service skills.
- Ability to work independently, exercise sound judgment, and manage competing priorities.
- Commitment to confidentiality, professionalism, and ethical workplace practices.
- Proficiency with Microsoft Office and/or Google Workspace.

Preferred

- Bachelor's degree in Human Resources, Business Administration, Organizational Development, Accounting, or a related field.
- Experience serving as the primary HR professional or independently managing day-to-day HR operations in a small organization.
- Experience administering payroll for a multi-employee organization.
- Experience with California and Nevada employment practices and payroll administration.
- Experience administering California leave programs, including CFRA, Pregnancy Disability Leave, California Paid Sick Leave, and related leave programs.
- Experience administering HRIS, payroll, and employee management systems.
- Experience coordinating organization-wide compliance training.
- Experience with workplace investigations, employment claims, workers' compensation administration, or agency inquiries.
- PHR, SHRM-CP, CPP, or other relevant HR or payroll certification.
- Experience working with HR consultants, employment counsel, payroll providers, benefits providers, or other HR-related vendors.

EMPLOYMENT REQUIREMENTS:

- Successfully complete a pre-employment background screening in accordance with organizational policy and applicable law.
- Must be authorized to work in the United States and complete all required employment eligibility verification requirements.
- Must comply with all organizational policies, procedures, confidentiality requirements, data security standards, and internal controls.
- This position follows a hybrid work arrangement, with an expected in-office schedule of 2-3 days per week. Because the Human Resources Specialist serves as the organization's primary in-house HR professional, onsite attendance is expected as needed to support onboarding and offboarding activities, employee relations matters, investigations, employee and management consultations, training programs, recruitment activities, workers' compensation matters, leave and accommodation discussions, and other HR functions requiring in-person interaction or support.

PHYSICAL REQUIREMENTS:

- Ability to perform the essential functions of the position, with or without reasonable accommodation.
- Primarily computer-based and office work requiring periods of sitting, standing, communicating, and operating a computer.
- Occasional travel to meetings, organizational sites, or training locations may be required.

BENEFITS:

- Employer paid medical insurance for employees and eligible dependents
- Employer paid dental and vision insurance for employees
- Employer 401(k) match, subject to plan terms
- Paid Time Off (PTO)
- Paid holidays
- Professional development opportunities
- Hybrid work arrangement with an expected 2-3 days per week in the office

TO APPLY:

Please email your cover letter and resume to **careers@sierrabusiness.org** with the position title in the subject line.

EQUAL EMPLOYMENT OPPORTUNITY

Sierra Business Council (SBC) is an Equal Opportunity Employer and is committed to creating a diverse, equitable, inclusive, and respectful workplace. We provide equal employment opportunities to all employees and applicants and prohibit discrimination, harassment, and retaliation based on any characteristic protected by federal, state, or local law.