

Human Resources Analyst

- **FLSA Status:** Full-time, Non-Exempt
- **Compensation:** \$24 - \$30 per hour + bonus opportunity; opportunity for growth
- **Post Date:** March 17, 2023
- **Close Date:** April 10, 2023

Under the direction of the Human Resources Director, the HR Analyst is responsible for collecting, compiling, and analyzing HR data, metrics, and statistics, and apply this data to make recommendations related to recruitment, retention, and legal compliance.

About Sacramento Covered

Sacramento Covered is a nonprofit organization with a mission to improve health and wellbeing of Sacramento area residents by addressing the social drivers of health (including access to food, housing and health insurance). We value our team members for the essential work they do in our community year-round. We offer competitive pay, robust benefits, and maintain work-life balance within a diverse and inclusive work environment that is purpose-driven and outcomes-focused!

Healthcare Benefits

We provide:

- 100% of our employees' medical, dental, and vision plans
- 100% of employee dependents' medical plans
- Employee life Insurance coverage equal to 100% of annual salary
- A pre-tax Flexible Spending Accounts (FSA) for healthcare and dependent care expenses



Wellness Program & Paid Time Off

Each year, we provide:

- 120 hours of vacation and sick time
- 2 paid Wellness Days
- 13 paid holidays
- Employee appreciation events, professional development training, and retreats
- Access to an Employee Assistance Program (EAP) to help employees navigate work-related and personal issues



Financial & Retirement

We offer:

- A 403(b) Retirement plan with immediate employer match up to 4%
- An opportunity for yearly bonus
- An Employee Referral Program (\$250 when you refer each future team member)



Other Benefits

We also offer:

- An Employee Perks Program with discounts on amusement parks, travel, concerts, and more
- Mileage and tech reimbursement for eligible positions
- Clinical supervision hours provided by Licensed Clinical Social Worker (LCSW) staff for eligible team members
- Sacramento Covered-branded swag (shirts, hat, jackets, and more)
- Modern collaborative work space*
*most positions



Job Duties

- Collect and compile HR metrics and data from a variety of sources including the human resource information system (HRIS), employee surveys, exit interviews, employment records, best practices, and other sources.
- Assists in the development and modification of human resources policies, guidelines, procedures, system, and documentation, as appropriate organization wide.
- Provide advice and support to numerous departments in the organization regarding HR policies, processes, and best practice.
- Assists in all aspects of leave administration including FMLA, CFRA, PDL, PFL, workers' compensation, etc.
- Assist with recruitment, interview and onboarding process.
- Maintain accuracy in HRIS systems and other benefits administration software, including Paylocity, Ease, Principal and TASC.
- Support payroll processing by documenting and entering personnel updates, reviewing benefit contributions and deductions, timesheets and expenses, staff allocations, etc.
- Maintain confidentiality when handling sensitive record information including Human Resources and payroll records.
- Regular, predictable attendance is required.
- Performs other related duties as assigned.

Requirements

- **Employment Experience:** At least two years of increasingly responsible experience performing human resources related functions.
- **Educational Attainment:** Bachelor's degree with an emphasis in business administration, human resources, or other related field. SHRM-CP or PHR preferred but not required. (A combination of education and employment experience also considered.)
- **All newly hired employees are required to be fully vaccinated against COVID-19 prior to the first day of employment.**
- **Report to office located in downtown Sacramento.**

Knowledge, Skills, and Abilities:

- Working understanding of human resource principles, practices, and procedures
- Experience using Paylocity preferred but not required.
- Detail oriented, organized and possesses time management skills.
- Problem solving, decision making and critical thinking skills required.

- Working knowledge of Microsoft Office applications required.
- Strong interpersonal skills with a demonstrated ability to work independently on individual and assigned tasks while exhibiting good judgment.
- Excellent verbal and written communication skills with ability to read, write, speak and understand English clearly.
- Ability to work collaboratively with others and remain calm under pressure.

Physical Activities and Demands:

- Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.
- Repeating motions that include the wrists, hands and/or fingers. (e.g., typing)
- Assessing the accuracy, neatness and thoroughness of work assigned.

Environmental Conditions:

Normal temperatures in an open office environment. Quiet office environment with occasional noises and interruptions. Open office layout with enclosed office spaces.

To apply for this position: *Please submit a resume and cover letter. Your resume will not be considered if a cover letter is not included.*