

## **Administrative and HR Coordinator – Oakland Headquarters**

California Communications Access Foundation (CCAF) is seeking an experienced, detail-oriented individual to join our Human Resources Department as Administrative and Human Resources Coordinator. Under the guidance of the Director of Human Resources and Administration the Admin and HR Coordinator supports the Administrative and HR department in executing the administration and human resources program related activities which include benefits administration, recruiting, workers compensation administration, employment records management, and general office administration.

*The Organization:* Founded in 2003, CCAF serves the residents of California who are Deaf and Disabled. Its mission is to serve as an educator, convener, and resource working collaboratively to ensure communications access for people with disabilities in California. With 90+ employees around the State, CCAF manages the Deaf & Disabled Telecommunications Program (DDTP) for the California Public Utilities Commission (CPUC), as well as the California Relay Service (CRS) and other related programs and services. At no-cost, DDTP provides specialized telephones and relay services to Californians with difficulty hearing, seeing, speaking, moving, and/or remembering through the California Telephone Access Program (CTAP) and the California Relay Service (CRS), respectively.

### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Human Resources Coordinator:**

- Gather and maintain employment documents pertaining to benefits, employment policies and procedures, personnel files, and compensation.
- Conduct new hire orientations and process related paperwork.
- Establish and maintain electronic personnel records in Human Resources Information System (HRIS).
- Responsible for preparing and processing employee status change forms and inputting data in ADP/HRB system.
- Provide support to Accounting Department on payroll related matters.
- Responsible for reporting claims to WC insurance company in a timely manner and scheduling First Doctor Visit for all work related injuries. Provide follow up documentation to WC insurance company as requested.
- Other duties may be assigned.

#### **Employee Benefits:**

- Conduct benefits orientations for new employees and enroll them in company sponsored benefit plans.
- Reconcile benefits invoice, investigate and resolve discrepancies and maintain supporting documentation.
- Coordinate annual benefits open enrollment and process employee plan changes.
- Provide employees with Flex plans information (sec. 125 & 132) and enroll and reconcile employees plan choices.
- Assist employees with appropriate documentation for company and state disability benefits claims.
- Assist in compiling benefit plan materials, updates and presenting changes to employees.

- Responsible for reporting claims to WC insurance company in a timely manner and scheduling First Doctor Visit for all work related injuries. Provide follow up documentation to WC insurance company as requested.

### **Recruitment**

- Responsible for posting on selected internet websites recruitment ads for vacant positions, and distributing recruitment information to other recruiting resources.
- Perform initial screening of candidate responses to recruitment announcements and send correspondence to individuals concerning their application status.
- Responsible for interview scheduling and applicant tracking
- Responsible for submitting agency hire requests to selected agencies and maintaining accurate information flow to ensure proper candidate placement.

### **General Administrative Responsibilities:**

- Arrange for ergonomic assessments as required; coordinate the ergonomic requirements of the personnel and their work stations, ensuring that safety procedures are being followed.
- Responsible for the operations of the headquarters postage meter, replenish postage as needed, submit check requests to the Accounting Department for processing.
- Maintain the first aid supplies in the headquarters and emergency kits in all DDTP/CTAP facilities and kits carried within company fleet vehicles.
- Provide support for the acquisition of all office equipment and supplies, including outside storage, printing, ergonomic equipment, and general office equipment
- Prepare and submit ESSRs order request to CPUC for ordering office furniture per ergonomics related requirement.
- Identify and prepare records for companywide offsite storage and retrieval, maintain a defined audit trail.

### **REQUIRED QUALIFICATIONS**

- **Education:** Associate's degree or equivalent from two-year College or technical school;  
**Work:** One year related experience and/or training; or equivalent combination of education and experience.
- Additional work experience may be substituted for education requirement
- **Language Skills**  
Fluent in conversational and written English.
- **Technical and Mathematical Skills**  
Strong PC computer experience: Microsoft Office including Word, Access, Excel, and PowerPoint, Outlook, as well as, telecommunications applications (email and Internet). Must have basic invoice processing knowledge. Experienced in performing basic mathematical computations, including rates, ratios, and percentages.

### **DESIRED QUALIFICATIONS**

- **Work Experience**

Leadership/coordinating role in improving business processes in one or more of the following: employee communications, recruitment, safety, leave management, employee self-service; Prior work experience for a non-profit or public employer

- **Certifications**  
PHR, SPHR, SHRM-CP or SHRM-SCP
- **Language Skills**  
Ability to communicate in American Sign Language (ASL).

### **WHAT WE OFFER**

CCAF offers a comprehensive compensation and benefits package, including a competitive salary, a bonus plan, medical, dental, and vision coverage, 401(k) employer sponsored retirement plan, generous paid vacation, sick leave, and holidays.

### **TO BE CONSIDERED**

**Applicants are strongly encouraged to review the complete job description at [www.ccaf.us/employment](http://www.ccaf.us/employment).** Email your cover letter, detailing your qualifications for the position, and resumé to [jobs@ccaf.us](mailto:jobs@ccaf.us). Please include Administrative and HR Coordinator in the subject line of your email. To learn more about the Deaf and Disabled Telecommunications Program visit us at [www.ddtp.org](http://www.ddtp.org) or [www.ccaf.us](http://www.ccaf.us). Final offer is contingent on employee passing a background check. Relocation assistance not provided for this position.

CCAF is an Equal Opportunity Employer. Persons with disabilities are strongly encouraged to apply. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*