



has an opportunity for a

Human Resources Generalist
Corporate Office (Laguna Hills)
Full-Time

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

Primarily focusing on the administration of the full life cycle of recruiting and employment and compensation practices, programs and strategies, WYS' HR Generalist effectively interprets and ensures compliance with labor laws and regulations, policies and practices, supervises staff, and supports HR department daily operations. Performs other duties as needed.

Responsibilities:

Recruitment & Employment

- Assess, develop, and implement recruitment strategies. Includes tracking and analyzing key recruitment metrics to identify areas to build and improve on.
- Support recruiting and retention efforts in attracting qualified candidates through various channels to positively impact candidate experience and fit for the job.
- Actively support a positive and smooth (first day) onboarding process.
- Manage vendor relationships e.g., recruiting platforms/sites, search firms.

Compensation

- Conduct salary surveys and market analysis; analyze data and identify trends and areas affecting competitive pay structures.
- Propose compensation strategies to enhance compensation and benefit programs, ensuring equity and alignment with the Agency.
- Establish and maintain job description and performance evaluation systems. Includes evaluation of appropriate pay structures for job duties and responsibilities.

Additional Responsibilities

- Supervise and mentor HR staff. Support administration of leaves of absence (LOA), and workers compensation.
- Foster effective working relationships with WYS' leadership, hiring managers, finance and payroll departments, other HR professionals and external partners. Provide guidance and support regarding employment-related and compensation matters.
- Develop, review, and maintain department procedures and reports e.g., turnover, EEO-1.
- Maintain HRI/MS database, and department files/retention are effectively maintained.
- Participate in employee relations issues and performance management, as needed.

Minimum Qualifications:

- 3-5 years proven ability as a versatile HR Generalist, including the administration of the recruiting and employment cycle, compensation practices, and supervision of staff, as well as administration of leaves of absence (LOA), workers' compensation, etc.
- Bachelor's degree in Human Resources, Business Administration, or related field, SPHRca or SHRM-SCP certification (California), desired.
- Applied practice of ensuring compliance with federal, California labor, and local laws and regulations, and HR best practices.
- Ability to effectively supervise and support staff to achieve individual and department goals.
- Constructive communication (in writing, by phone, in person) and interpersonal skills in interactions with employees at all levels, and external contacts.
- Ability to maintain strict confidentiality. Use of good judgment and discretion with sensitive issues and projects.
- Analytical, including strong grammar, spelling, editing, and proofreading skills, a keen eye for detail and strong problem-solving abilities.
- Proficiency in compensation, HRIS/MS systems (Paylocity, a plus), and Microsoft Office suite.
- Flexible and efficient administrator with strong organizational and time management skills. Prioritizes work, manages multiple projects simultaneously, and follows through independently.
- Desire to be an integral part of an employee customer-focused HR team.

Salary: Salary pay rate from \$80,000.00 to \$85,000.00. The actual salary may vary based on experience, equity, market, and Agency considerations.

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.