

Human Resources Generalist

Position Title: Human Resources Generalist
Position Type: Full Time
Location: Arcadia, CA
Reports To: Human Resources Manager

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan, will serve Medicare beneficiaries in Southern California. Our employees are passionate in providing the best services to our members and healthcare providers partners. Two office locations are at Arcadia, Los Angeles county and Westminster, Orange county. To learn more, please visit **CleverCareHealthPlan.com**.

We are looking for a talented and experienced Human Resources Generalist to join our team. The HR Generalist will have a broad knowledge of Human Resources as well as talent acquisition. This role will assist day-to-day HR operations, including hiring and interviewing staff, benefits, and leave of absence, and enforcing company policies and practices. He/she will need to be an excellent communicator with in-depth knowledge of the recruiting process and labor regulations.

Functions & Job Responsibilities

- Recruits, interviews, and schedule the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Monitor and track open and closed job positions on recruiting platforms.
- Lead new employee onboarding, orientation, and terminations.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training.
- Performs routine tasks required to administer and execute human resource programs including but not limited to leave of absence, and benefits; performance and talent management, and health and safety; and training and development.
- Ensure all employee records are maintained and updated with new hire information or changes in employment status.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Qualifications

Education & Experience:

- Bachelor's in Human Resources
- 3-5 years of human resources experience
- 2-3 years of recruiting experience
- PHR, SPHR, SHRM certification a plus
- Multi-state labor law knowledge a plus

Skills:

- Thorough knowledge of employment-related laws and regulations.
- Ability to work in a work-pace working environment.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@cmapd.com

Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.