



## ***EASTERN LOS ANGELES REGIONAL CENTER***

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916  
(626) 299-4700 • FAX (626) 281-1163

### **POSITION VACANCY**

|                        |   |                |                                       |
|------------------------|---|----------------|---------------------------------------|
| <b>POSITION TITLE:</b> | <b>HUMAN RESOURCES<br/>COORDINATOR</b>        | <b>DATE:</b>   | <b>DECEMBER 23, 2025</b>              |
| <b>UNIT:</b>           | <b>OFFICE OF HUMAN RESOURCES</b>              | <b>SALARY:</b> | <b>GRADE 5<br/>\$19.07 - \$38.02*</b> |
| <b>REPORTS TO:</b>     | <b>HUMAN RESOURCE MANAGER<br/>(A.ALVAREZ)</b> | <b>STATUS:</b> | <b>NON-EXEMPT /<br/>HOURLY</b>        |

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Under the supervision of the Human Resource Manager, uses person centered strategies, maintains ethical and collaborative employee and labor relations, executes fair HR practices, policies, and procedures, and ensure a safe, productive and diverse work environment. Assists Human Resource Manager and team members on projects, emails, and other clerical duties as deemed necessary for the success of the unit. Responsible to maintain interview spreadsheets and resume/application database up to date. Responsible to assemble new hire orientation packets. Responsible to keep track of background investigations and drug screen testing until they are complete. Responsible to enter new hire information in Everbridge. Responsible to send out to all new hires and existing staff annual Sexual Harassment trainings and make sure Sexual Harassment logs are updated monthly. Ensuring compliance of all required HR staff trainings. Responsible to conduct ergonomic assessments as found necessary. Will be responsible to take minutes for HR meetings such as Safety Liaisons, Engagement Committee and other meetings as found necessary. On a rotation for Work Place Violence Prevention Program and Ethics Training. Responsible for all annual government reporting such as EEO-1, CA Pay data, and other reporting as they come into law. Responsible for demographic report, second language reports monthly maintenance. Responsible to log and ensure compliance in all COI Reporting Statements have been submitted to HR on an annual basis and follow up with staff who are missing statements by the DDS required deadline. May be required to maintain log and follow up of Conflict Resolution Plans. Other monthly and annual reports to be assigned as deemed necessary. Responsible to ensure staff have signed all new policies, follow up with those who have not submitted, and file in personnel folder on Therefore. Required to answer routine employee inquiries on policies & procedures. Set-up and maintain personnel files in Therefore. Heavy electronic filing required, will be responsible to file new employee documents, policies, conflicts of interests, whistleblower and other personnel documents as deemed necessary. Personnel files are subject to audit, therefore a high degree of accuracy and maintaining records up to date is required. Will serve as back up to Recruitment & Benefits Coordinator in new hire orientation as needed. Responsible to retrieve mail for the entire Executive Team. Responsible for maintenance of required federal and state postings on required areas. Will serve as back up to Executive Secretary in clerical duties as deemed necessary.

### **QUALIFICATIONS:**

Any combination equivalent to an AA degree and experience. At least two years of responsible office experience required. Ability to integrate and apply person centered values and principles. Ability to maintain the utmost confidentiality required. Ability to integrate and apply person centered values and principles. Experience with conducting group orientations or training sessions. Knowledge in basic Human Resources and Labor Laws best practices such as leaves, wage and hour, etc. Ability to establish and maintain positive working relationships with all levels of staff.

Outgoing, friendly, service oriented and strong team player. Ability to seek creative approaches in conflict resolution and problem solving. Ability to problem solve in a flexible and innovative manner and acts as part of a team. Great organizational skills required. Able to prioritize and meet deadlines. Attention to detail, tact, discretion, and good judgment. Highly reliable, self-starter, and good work ethic. Ability to be innovative to modernize current systems and take initiative to explore new technology to better the Agency's practices. Sophisticated telephone techniques needed. Must possess good written and oral skills in English. Strong proficiency on Microsoft Word, Excel, Outlook, and Power Point, or other graphic design software. Experience in Payroll systems; Paychex preferred. Knowledge of modern office machines required. Fluent in second language preferred: Spanish, Cantonese, Mandarin, Vietnamese or Korean.

**BENEFITS OFFERED:**

Employer pays full premiums Medical, Dental, Vision, Long-Term Disability, and Life Insurance

Pension Plan after 1 yr. service. Employer puts 9% no requirement to place any contributions

14-16 holidays a year

12 days of Sick Time

4 days PTO

2-6 weeks' Vacation

*\* Salary Range*

*The rate of pay offered to the selected candidate is based on internal pay policy and budget. New hires are commonly paid at the minimum of the wage range or within the lower part of the range. We consider a number of factors when making compensation decisions including, but not limited to, skill sets, experience, training and other department needs.*

**CLOSING DATE:**

**January 9, 2026**

**APPLY TO:**

**Office of Human Resources**

Internal candidates submit resume to

[kgonzalez@elarc.org](mailto:kgonzalez@elarc.org)

External candidates submit resume to

[JoinELARC@elarc.org](mailto:JoinELARC@elarc.org)

**Eastern Los Angeles Regional Center**

**EOE M/F/H/V/T**