



## Employment Opportunity

### Community Child Care Council of Santa Clara County, Inc. (4C Council)

**Position:** Human Resource Representative

**Salary:** Depending on Experience

**Reports to:** Senior Director of Operations and Personnel Management

**Agency Background:**

The Community Child Care Council (4C Council) is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work primarily in Santa Clara County, California. The agency and its staff are proud to serve the Silicon Valley families, for more than 44 years. It is currently supported by the California Department of Education, US Department of Health and Human Services, US Department of Agriculture, County of Santa Clara and the City of San Jose. The 4C Council provides Early Care and Education, Information, Referrals, childcare voucher payments, nutrition services and family supportive services to over fifty thousand children each year. Most recently, the agency also provides Senior Nutrition Services.

**Position Summary:**

The Human Resource Representative supports the organization by implementing human resources programs including but not limited to training, policies and procedures, benefits, protected leaves, and recognition programs. A HR manager should be proficient in all traits of the human resource managements. An HR Representative should be proficient in writing skills, analyzing and reporting. An HR Representative is expected to meet or exceed the organizations operational requirements and planned goals.

**The Following Duties and Responsibilities are Representative of the Position:**

- Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, labor relations, completing personnel transactions.
- Develops human resources solutions by collecting and analyzing information; recommending courses of action.
- Improves manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Manages client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Assists with HR audits and Agency audits as necessary.
- Protects organization's value by keeping information confidential.

- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Attends training on current HR laws and trends.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Implements disciplinary rules in the company and explain company policies to the employees
- Hires and fires Agency employees.
- Maintains records of all employees, temporary employees, volunteers and interns. (Their salaries, performance, leave, etc.)
- Conducts investigations, writes reports for company records and court appearances. Must be proficient in writing and analyzing skills.
- Additional duties may be assigned as required

**Education and/or Experience:**

- Graduation from a recognized college or university with a B.S. /B.A. in Business Management or related field.
- Minimum 5 years' experience in previous Human Resource related role.

**License or Other Requirements:**

- Must possess a valid California driver's license, use company car when available or an insured personal vehicle, and possess a clear driving record
- Must be able to travel, locally and nationally
- Must be willing to work beyond the usual work week to accomplish the job.

**Language Skills:**

- English proficiency

For consideration please send resume with cover letter to:

info@4c.org  
 Human Resources Department  
 www.4c.org

The 4C Council of Santa Clara County, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to race, disability, color, creed, religion, age, national origin, ancestry, veteran status, gender, sexual orientation or non-job related factors in hiring. We invite all applicants to confidentially self-identify when applying. The 4C Council adheres to the provisions of ADA regarding reasonable accommodation procedures.