



## Human Resources Generalist

**Job Title:** HR Generalist

**Department:** Human Resources

**Location:** Palo Alto, CA

**Reports to:** Susan Pascual

**FLSA Classification:** Non-Exempt (Contract)

**Summary:** The Human Resource Generalist is responsible for performing HR-related duties on a professional level. This position carries out responsibilities in the following functional areas: benefits, payroll, employee relations, training, and performance management, on boarding, policy implementation, and recruitment/employee and employment law compliance.

### **Essential Duties and Responsibilities:**

- Maintain and update personnel files and records
- Ensures all associates and managers are properly trained to use tools and resources for effective performance and development evaluations
- Communicates with employees regarding policies and procedures.
- Conduct New Hire orientation and handles exit interviews
- Ensures compliance with state and federal laws and regulations pertaining to Human Resources matters
- Monitor and stay current on wage and hour, employment, and ERISA laws
- Provide direction and participate in audits conducted by state or federal agencies such as the OFCCP
- Coordinate and maintain current immigration files for filings and work closely with immigration attorney to file extensions or perm filings
- Compliance and Investigations: Monitors all EEO compliance and Affirmative Action programs including drafting annual AAP, reviewing all practices related to hiring, training, transfers or promotions

### **Required Experience & Qualifications:**

- Bachelor's degree with minimum 2 years' experience in related field
- PHR or CBP desired
- Knowledge of state and federal employment law including HR technical knowledge of EEO, AA, FMLA, ADA, unemployment, and worker's compensation, investigation processes, compensation practices, and benefit program
- Proficiency with HRIS's (Workforce Now, ADP) preferred
- Experience in immigration desired
- Experience with ADP desired
- Proficiency in benefits administration, including LOA, workers compensation & benefits program
- High degree of flexibility, organization, and self-motivation
- Ability to handle and maintain confidential information
- Proficiency in Excel, PowerPoint, Word(Mail merge)
- Multi-state benefits experience a plus but not required
- Clear understanding in 401K
- Strong understanding in Stocks and compliance



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To apply, please submit your resume electronically to [careers@ooma.com](mailto:careers@ooma.com). (We will accept your resume in either one of the following formats: RTF, DOC, PDF, and TXT)

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