



Position Description

Program	Administration
Title	Human Resources Employment Administrator
Reports to	Human Resources Director
Supervises	None
Remote / Hybrid	Three (3) days in office based on business needs

Job Summary

Working as a member of Administration, the Human Resources Employment Administrator will provide administrative support in a variety of areas including career postings, onboarding, maintaining confidential Human Resource (HR) files and systems, answering employee questions, and other administrative duties as needed. This position works closely with the Human Resources team to address agency needs regarding Human Resources.

Summary of Essential Job Functions

- Manage background screenings and pre-employment processes in consultation with Human Resources team.
- Manage background screening processes for volunteers and family shelter guests in consultation with Program Manager or Volunteer Coordinator.
- Be the primary point person to manage Freshdesk and HR inbox
- Setup and maintain user accounts for HRIS systems and job boards, including onboarding, recruiting, workflows, events, reports and analytics.
- Set up new and maintain existing employee personnel files ensuring that all required data is filed and organized (i.e. annual evaluations, training certificates)
- Maintains employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, organizational structure, paid time off balances for sick, personal and vacation balances, and other key details.
- Manage and track probation periods, union listing and dues, and probationary increases.
- Maintains accurate records of active job openings; manages internal and external job postings.
- Performs administrative and recordkeeping tasks related to staffing changes, which may include position changes, layoffs, recalls, resignations, terminations, and unemployment
- Supports company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in retirement or benefits plans. May include in-person meetings.
- Attend CVOEO and Program meetings, trainings and events based on business needs. This may include in-person meetings.
- Enter and maintain accurate data in payroll and benefits systems for new, existing, and terminating employees.
- Assists with the administration of employee benefits, which may include processing changes in status to health, dental, life, disability, and other insurance carriers or insurance brokers with the HRIS system.
- Create and run reports from payroll and benefit systems and other applications as required.
- Update and maintain documentation of HR Handbook, Employee Handbook, systems and procedures for organizational needs.
- Conducts or assists with record audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.

- Maintain a high level of confidentiality.
- Attend and participate in HR staff meetings and trainings; this may include in-person meetings.
- Other duties as requested.

Minimum Requirements, Knowledge, Skills and Abilities:

- An associate's degree in human resources, Business Administration, Human Services or related field; and two years of customer service, office administrative experience or equivalent education and experience., Internship or volunteer experience in HR, administration, or a non-profit setting preferred.
- A commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Effective verbal and written communication skills required; bilingual abilities are a plus.
- Commitment to customer service with our internal and external customers.
- Ability to manage sensitive information with confidentiality and professionalism
- Familiarity with human resources, payroll and applicant tracking systems (Paylocity preferred).
- Must be well organized, detailed, proficient at prioritizing, and able to adhere to simultaneous deadlines.
- Strong computer and data entry skills (Microsoft Office Suite) and experience with payroll and human resource information systems desired.
- Must be a highly motivated self-starter.
- Must have a valid driver's license, clean driving record and access to reliable transportation and willingness and ability to travel within the CVOEO service area.
- Ability to uphold safety standards.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only			
Union Status	Non-union	Hiring Range	\$23.57 - \$26.40/hour
FLSA Status	Non-exempt	Reviewed	April 2026



Physical Demands: Human Resource Employment Administrator

The physical demands described here are representative of those that an individual must meet in order to successfully perform the essential functions of this job. CVOEO will make reasonable accommodations to enable individuals with disabilities to perform these functions.

In an 8 hour workday, this job requires:

N = Never (0 hours per day)

R = Rarely (less than ½ hours per day)

O = Occasionally (½ to 2.5 hours per day)

F = Frequently (2.5 to 5.5 hours per day)

C = Continually (5.5 to 8 hours per day)

Lifting/Carrying (Amount of force exerted to lift and/or carry)

1 – 10 lbs. (circle one):	N	R	O	F	C
11 – 20 lbs. (circle one):	N	R	O	F	C
21 – 35 lbs. (circle one):	N	R	O	F	C
36 – 50 lbs. (circle one):	N	R	O	F	C
51 – 75 lbs. (circle one):	N	R	O	F	C
76 – 100 lbs. (circle one):	N	R	O	F	C

Pushing/Pulling (Amount of force exerted to push and/or pull)

1 – 10 lbs. (circle one):	N	R	O	F	C
11 – 20 lbs. (circle one):	N	R	O	F	C
21 – 35 lbs. (circle one):	N	R	O	F	C
36 – 50 lbs. (circle one):	N	R	O	F	C
51 – 75 lbs. (circle one):	N	R	O	F	C
76 – 100 lbs. (circle one):	N	R	O	F	C

Postures/Movements

Sitting (circle one):	N	R	O	F	C
Standing (circle one):	N	R	O	F	C
Walking (circle one):	N	R	O	F	C
Stooping, kneeling, crouching (circle one):	N	R	O	F	C
Reaching and/or grasping (circle one):	N	R	O	F	C
Hand/finger dexterity (circle one):	N	R	O	F	C
Climbing and/or balancing (circle one):	N	R	O	F	C
Carrying, pushing and/or pulling (circle one):	N	R	O	F	C

Cognitive/Sensitive

Talking (circle one):	N	R	O	F	C
Hearing (circle one):	N	R	O	F	C
Sight (acuity) (circle one):	N	R	O	F	C
Touch (circle one):	N	R	O	F	C

Smelling/tasting (circle one):	N	R	O	F	C
Occupational Aspects/ Work Environment					
<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. CVOEO will make reasonable accommodations to enable individuals with disabilities to perform these functions.</i>					
Working Inside (circle one):	N	R	O	F	C
Working Outside (circle one):	N	R	O	F	C
Changing Temperatures (circle one):	N	R	O	F	C
Wet/Humid Conditions (circle one):	N	R	O	F	C
Confined Spaces (circle one):	N	R	O	F	C
Use of computer (circle one):	N	R	O	F	C
Weekend/evening (circle one):	N	R	O	F	C
Areas of dust, odors, mold (circle one):	N	R	O	F	C
Mechanical, electrical hazards (circle one):	N	R	O	F	C
A flexible work schedule (circle one):	N	R	O	F	C
Fast paced and deadline oriented (circle one):	N	R	O	F	C
Warehouse environment, may be noisy (circle one):	N	R	O	F	C
Collaborating and working with others (circle one):	N	R	O	F	C
Travel time, with occasional overnight stays (circle one):	N	R	O	F	C
Work independently and with minimal supervision (circle one):	N	R	O	F	C
Other Aspects					
Infectious Agents (circle one):	N	R	O	F	C
Chemicals (circle one):	N	R	O	F	C

Employees must support CVOEO's mission consistently while performing their duties and while assisting CVOEO in achieving the strategies and outcomes of our strategic plan. They must fulfill their individual responsibility to communicate suggestions, ideas, improvements and other constructive feedback to management. Additionally, every employee is responsible for following the guidelines set forth in the Employee Handbook,

The above is intended to describe the general content of, and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements.

This job description reflects CVOEO's best effort to describe the essential functions and qualifications of the position described. This is not intended to be a contract for employment and either you or the employer may terminate employment at any time, for any reason. Your signature indicates that you have read this job description and understand the essential functions and essential qualifications of the position. You will be evaluated, in part, based upon your performance of the tasks listed in this job description.

Employee Printed Name: _____ Date: _____
Employee Signature: _____