



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## JOB ANNOUNCEMENT: People Services Specialist

**Position will remain open until filled**

**Organizational Overview:** CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

CCOF is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, today our roots span the breadth of North America, and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic *is* the norm.

**Position Summary:** This is a full-time, 40-hour per week, exempt status position reporting to the Director of People Services. The People Services Specialist will run the daily functions of the People Services Department. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Position Responsibilities:**

- Provides support to the Director and Manager of People services as it relates to presentations and special projects as required
- Reviews, tracks, and documents staff compliance with mandatory and non-mandatory training, continuing education, and work assessments
- Partners with the People Services Assistant with recruitment, interviews, and coordinates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies
- Supports the Operations Manager in implementation of new hire orientation and supervisor training
- Ensures HR policies and handbooks are updated as needed
- Support the People Services Manager with leaves of absence, workers' compensation, and benefits administration
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; training, and organizational development
- Handles employment-related inquiries from applicants, employees, and supervisors and managers, referring complex and/or sensitive matters to the appropriate staff
- Attends and participates in employee disciplinary meetings, terminations, and investigations

## **HR Compliance:**

- Owns completion of required federal and state reports – BLR, ACA, EEOC and other government compliance reporting
- Manages process to ensure all employment law posters are posted and/or sent to employees
- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance with federal, state, and local employment law. Revise/update policies, as needed
- Other duties as required

## **Desired Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Communicate effectively both in written and oral communications
- Ability to juggle multiple tasks and adjust to changing schedules and priorities
- Exhibit initiative, responsibility, flexibility, and leadership
- Ability to prioritize tasks and to delegate when appropriate
- Maintain flexible attitude & approach towards assignments
- Effectively execute duties with minimum direction
- Must be capable of training and providing instruction in both written and verbal format
- Has an in-depth knowledge of the federal and multi-state laws related to the HR field
- Experience handling a variety of employee-related issues including benefits, workers comp, leaves of absence, with strong HR sensibility and critical thinking
- Background in HR operations and project management with a passion for service and creating processes that best serve the business and the employees
- Creative, innovative & passionate team player who thrives in a fast-paced and frequently changing environment
- Proficient with Microsoft Office Suite or related software
- Has in-depth knowledge and experience with HRIS systems; knowledge of Paycom a plus.

## **Measurements of Success/Must-Haves**

- Highly organized, motivated and detail orientated
- People-centered and emotional intelligence
- Flexibility, willingness to learn and identify creative solutions
- Proactively advances equitable outcomes
- Ability to write clearly, tailor messages to various audiences and make the implicit explicit

## Education and Experience

- 5+ years of Human Resources experience with strong knowledge in employee relations, compliance and leave of absence
- Understanding of HR operations and HRIS Systems (i.e., Paycom)
- Knowledge of federal, multi-state, and local employment laws and ability to research and maintain employment law updates.
- Proficient in Excel, Outlook, and the Microsoft suite of platforms

Inclusivity is a core value at CCOF and in the People Services Department. We are passionate about building and sustaining an inclusive and equitable working and learning environments for all employees. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

**Compensation:** CCOF takes pride in offering competitive pay and excellent benefits. The People Services Specialist's starting compensation \$62,790-\$65,000 depending on qualifications and experience.

**Hiring Process:** Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to [employment@ccof.org](mailto:employment@ccof.org), with "People Services Specialist" in the subject line.

- Cover letter summarizing your interest in CCOF, the position, and qualifications
- Current resume
- List of three professional references

Incomplete applications will not be considered. No phone calls, please. Only short-listed candidates will be contacted.

CCOF is an equal opportunity employer. We encourage people with diverse backgrounds and experience to apply. Thank you for your interest.