



JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE:	HR Generalist
REPORTS TO:	Chief Human Resources Officer
EMPLOYMENT STATUS:	Non-Exempt
TIME COMMITMENT:	Full-Time (40 hours per week), Temporary (July 13, 2026 through October 5, 2026)
BARGAINING UNIT:	Local Union #1991, IUPAT, AFL-CIO.
STARTING SALARY:	\$31.00 per hour

ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION

This is a Temporary, Full-Time position scheduled for approximately 40 hours per week, with the assignment expected to run through October 5, 2026, with possibility for extension.

BOSS is seeking a *Temporary HR Generalist* to provide essential support across all core Human Resources functions, including recruitment, onboarding, employee support, benefits administration, compliance, and daily coordination with Finance and Payroll. This temporary assignment ensures continuity of HR operations and requires a detail-oriented, organized, and responsive professional who can manage high-volume HR tasks in a fast-paced environment.

This *HR Generalist* serves as a primary point of contact for candidates, new hires, and employees, ensuring timely, compliant, and accurate HR processes that support organizational stability and employee experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

Recruitment and Hiring

- Create, review, and update job descriptions.
- Manage the full hiring cycle: posting jobs, reviewing applications, screening candidates, scheduling interviews, conducting reference checks, and preparing and issuing offers or rejections.
- Serve as the main point of contact for all candidates throughout the hiring process.
- Ensure timely and compliant hiring aligned with organizational needs.

Onboarding & Offboarding

- Coordinate new hire logistics with Finance, IT, and Program departments, including training schedules and equipment setup.
- Conduct background checks and pre-employment verifications.
- Issue BOSS credentials (name badges) and gear.
- Manage ADP data entry, employee profiles, and onboarding documentation.
- Organize, file, and maintain new hire documentation, updating as needed.
- Conduct union initiations and ensure all compliance steps are met.
- Support offboarding processes, including final paychecks and layoff letters when required.

Daily HR Operations & Compliance

- Address employee concerns in collaboration with leadership.
- Create, assign, record, and track staff training.
- Administer and update benefit enrollment and assist with annual open enrollment.
- Administer, update, and file PIFs in coordination with the CAO and Payroll.
- Oversee and administer wage garnishment processes.
- Draft and distribute memorandums regarding employment changes (FTE adjustments, salary updates, schedule changes, supervisor changes, work location updates, job title changes).
- Maintain accurate employee records and compliance reporting.
- Receive, manage, and distribute HR department faxes and mail; monitor the HR email inbox daily.
- Support office operations including mail review, supply ordering, and petty cash management.

Cross-Department Collaboration

- Work closely with Finance, Payroll, IT, and Program leadership to ensure smooth HR operations.
- Provide timely communication and coordination across departments to support employee onboarding, payroll accuracy, and compliance.

Other Duties

- Perform other administrative or HR-related functions as assigned

EXPERIENCE & QUALIFICATIONS

Education & Work Experience

- Bachelor's degree preferred; equivalent HR experience considered.
- Minimum 2–3 years of experience in Human Resources, recruitment, onboarding, or HR operations.
- Experience with ADP or similar HRIS systems preferred.

Knowledge, Skills, & Abilities Required

- Strong written and verbal communication skills.
- Ability to work in a fast-paced environment and maintain poise under pressure.
- High attention to detail and strong organizational skills.
- Ability to maintain confidentiality and handle sensitive information.
- Ability to engage with diverse populations in a respectful and culturally responsive manner.
- Commitment to equity, inclusion, and trauma-informed practices.
- Proficiency in Microsoft Office applications; ability to learn new software with basic training.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence and all other mental health related documents. Ability to write clear, concise and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College level mathematical skills required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem solving techniques.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff members to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. Position does require ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise and/or level of distractions in the work environment are usually moderate.

CONCLUSION:

I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender

identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Black, Indigenous, People of Color, and individuals with lived experience are highly encouraged to apply!

Send resume and cover letter to:

hrjobs@self-sufficiency.org