



POSITION ANNOUNCEMENT

POSITION: Human Resources Coordinator

SALARY: \$22 to \$28/hour, based on experience

At the Alameda County Agricultural Fair Association, we are dedicated to the management of the Alameda County Fairgrounds and the preservation of the annual Alameda County Fair. We are driven to assure long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrates the heritage and diversity of our county. As employees, we strive to focus on our values--inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment.

POSITION SCOPE:

The Human Resources Coordinator welcomes candidates and employees to our organization as the first contact. The Human Resources Coordinator partners with the Human Resources Manager to manage the overall lifecycle of our employees including recruiting, onboarding, training, benefit administration, records management and safety. This is a full time, regular position with excellent benefits, liberal paid leave, retirement plan/company match, competitive compensation and event perks.

We are looking for a resourceful, well-organized Human Resources Coordinator with a dedication to helping others and a desire to know our team.

YOU WILL:

- Work with hiring managers on job descriptions and interview questions for open positions
- Support the recruitment effort for all open positions including job positing, screening, scheduling interviews and testing for open positons
- Coordinate the fair recruitment process including applications, screening, advertisements and job fairs
- Own our fair-time internship program
- Maintain records of recruiting process including job postings, applications and candidate interviews
- Organize and facilitate an exceptional onboarding experience
- Create and maintain employee files into our HRIS
- Request and evaluate background checks in compliance with California law
- Be an active team member to plan, organize and implement employee engagement events including Holiday party, Fair-well BBQ, employee orientations, lunches and trainings
- Produce annual Health and Wellness Benefit Fair
- Assist in benefit administration and open enrollment
- Manage the performance appraisal calendar
- Administer organizational safety incentive and awareness programs
- Promote and carry out organizational safety efforts
- Assist employees with inquiries
- Handle employment verifications
- Crosstrain to process payroll

YOUR KNOWLEDGE, SKILLS AND ABILITIES

- Minimum of 3 years HR Generalist experience or equivalent education in related field
- Well-developed problem solving skills with an emphasis on win-win outcomes
- Demonstrated ability to work consultatively with hiring managers and supervisors
- Working understanding of human resources principles, best practices, procedures and California employment laws
- Excellent people skills
- Aptitude to effectively communicate and recommend policies and procedures as guides when answering employment questions
- Proven public speaking skills
- Strong computer skills including proficiency with Microsoft Office Suite
- Comfortable working with a HRIS, ideally Paycom
- Dedication to safeguarding confidentiality through discretion in communicating information, and handling records, files and confidential materials
- Ability to work on multiple projects and meet deadlines
- Detail oriented
- Commitment to principles of diversity, equality and inclusion
- Must be self-directed, resourceful and inquisitive
- General payroll experience beneficial

Alameda County Fair Association is an Equal Opportunity Employer and encourages all qualified persons to apply.

Please submit your resume to:

jobs@alamedacountyfair.com

By fax: 925 426-5196

By mail: 4501 Pleasanton Avenue, Pleasanton CA 94566 Attn: Patti Coonce