



## Job description

### **Staff Care & HR Administrator**

**ABOUT OCCCDA:** The mission of OCCCDA is *“to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels.”* Located in one of the most diverse neighborhoods in Philadelphia, our programs address the economic disadvantages families, individuals & small businesses face, and enrich our under-funded and under-performing educational systems with both in-school and out-of-school support services for academic and holistic development of children and adults.

**Position Overview:** The Human Resources Administrator oversees a wide range of HR-related functions and provides administrative support. This role includes managing employee documentation and onboarding processes, handling employee benefits, managing HR-related systems (Paychex and Flock), and supporting legal and policy compliance, professional development and conflict resolution. The HR Administrator will also maintain clear communication with internal staff and external vendors while ensuring that HR processes are effectively carried out.

This position is open as part of a leadership transition and organizational strengthening process. OCCCDA is committed to a stable, collaborative, and mission-centered work environment. The HR Administrator will play an important role in supporting staff through organizational changes and helping strengthen communication, accountability, and healthy workplace culture.

**SUPERVISOR:** Interim Executive Director. (currently in a Work-Out-Of-Class Assignment)

**COMPENSATION:** \$25/hr for 20 hrs/week.

**BENEFITS:** 2 weeks paid vacation, 2 weeks sick time, accrued throughout each year, roll-over with cap. Paid holidays (on days/hours normally worked); 3 personal days per year (prorated FTE).

**LOCATION:** Oxford Circle neighborhood of Philadelphia, PA

#### **Key Responsibilities:**

##### **1. Onboarding and Employee Documentation:**

- a. Assist in the onboarding process of new hires, including collecting clearances, two forms of identification, signed offer letters, and scheduling orientations.
- b. Coordinate with Paychex to complete i-9 forms and add employees to the Paychex system.
- c. Request and send work emails to new employees, and provide necessary HR documents (welcome emails, handbook, and other important materials).
- d. Conduct virtual or in-person orientations, provide training on Paychex Flex accounts, and collect and upload additional paperwork.
- e. Collect and submit to SDP (School District of Philadelphia) all clearances and documentation needed for staff working in schools. Track and alert staff and their supervisors when clearances/documentation need to be renewed.

##### **2. Employee Benefits & Development:**

- a. Administer employee benefits, including open enrollment for dental/health insurance, and manage benefits-related communications.
  - b. Investigate additional employee benefits (e.g., Aflac, financial education, student loan assistance).
3. **Employee Relations & Compliance:**
- a. Handle HR complaints and provide support to managers/supervisors with disciplinary actions or meetings.
  - b. Prepare and send confirmation documents for FMLA requests, and approve/deny FMLA requests as necessary.
  - c. Process and manage unemployment compensation claims, appeals, and hearings.
  - d. Manage workers' compensation communications and provide updates.
  - e. Maintain the whistleblower hotline and manage incident report filings.
  - f. Ensure compliance with Act-168 forms, employee references, and unemployment request documentation.
4. **Policy and Handbook Management:**
- a. Assist Executive Director in the updating of the employee handbook and HR policies.
  - b. Answer employee inquiries related to understanding policies in the employee handbook.
  - c. Work with Paychex to update policies and handbooks and distribute them to employees as necessary.
5. **Paychex Management:**
- a. Manage and update employee documents in Paychex, ensuring that expired documents are updated in a timely manner.
  - b. Create interactive documents for employee signatures (e.g., offer letters, policy acknowledgments).
  - c. Contact Paychex HR representatives for questions and troubleshooting related to employees.
  - d. Reset employee passwords in Paychex when necessary.
  - e. Assist with the management of floating holidays and vacation accrual during leaves of absence.
6. **Employment & Hiring Management:**
- a. Post job openings on the OCCDA website and distribution lists, and assist hiring managers in the recruitment process.
  - b. Conduct exit interviews and send exit emails.
  - c. Distribute Pennsylvania separation documents to terminated or resigned employees.
  - d. Participate in interviews for executive team positions.
  - e. Track monthly hiring and termination data.
7. **Communication & Culture:**
- a. Meet monthly with Exec Staff and Program Leaders to provide updates (new hires, policies, etc.) and review with Program Directors any anticipated program staff vacancies and/or promotions.
  - b. Update the Operations Manager on new staff members' birthdays, to be included in recognitions.
  - c. Help promote organizational culture and employee morale.
  - d. Offer professional development for staff as needed in conflict resolution, expectations and accountability, in alignment with the organization's mission.
  - e. Help educate staff on internal processes and training for compliance.
8. **HR Finance Tracking:**
- a. Track HR credit card spending and reconcile in the Expense Point app by the 4th of each month.
9. **Daily Tasks:**

- a. Monitor and respond to communications from the Pennsylvania Unemployment Compensation (UC) Benefits System daily. ([benefits.uc.pa.gov](http://benefits.uc.pa.gov))
- b. Check the Paychex Admin to-do list for HR-related tasks such as i-9 completions, employee complaints, and onboarding.
- c. Ensure that employee documents are added to employee files as necessary.
- d. Respond to missed phone calls, voicemails, and text messages on the company HR cellphone.
- e. Stay updated on relevant legal and HR policy changes.

**Qualifications:**

- An understanding of and a commitment to carry out the mission of Oxford Circle CCDA
- 2+ years of experience in HR administration or related field.
- Strong organizational skills and attention to detail.
- Excellent communication skills (written and verbal).
- Ability to handle confidential information with discretion.
- Conflict resolution and mediation skills in line with our mission
- Knowledge of HR laws and regulations (e.g., FMLA, workers' compensation).
- Familiarity with Paychex and other HR-related platforms.
- Ability to work independently and manage multiple priorities.

**Desired Skills:**

- Knowledge of employee benefits administration.
- Experience with HR document management systems.
- Strong problem-solving skills.
- Ability to manage employee relations and compliance matters effectively.

**Office hours:**

- Mondays to Thursdays. Weekly hours can be set with supervisor.
- After 90 days, eligible for up to one regular remote workday per week based on role performance and organizational needs.

To apply for this position:

- Complete a job application at this link: [Employee Application \(bit.ly/occcdajobapp\)](http://Employee Application (bit.ly/occcdajobapp)), and
- Submit your resume via email to: [katie@occcda.org](mailto:katie@occcda.org), with "Staff Care & HR resume" in the subject line.