



OPEN POSITION ANNOUNCEMENT!

Human Resources Coordinator – Full Time – 40 hours/week

Open until filled. Posted 6/8/2023

San Diego County – hybrid work schedule set by SDCP

About the role: San Diego Community Power (SDCP) seeks a Human Resources Coordinator to join the team. The Human Resources Coordinator role is designed to support organizational HR administrative activities to include recruitment, applicant tracking, new hire onboarding, and general HR administration. Examples include communication and support for HR training activities, meetings, interview scheduling and talent acquisition activities.

This position reports to the Director of People; and will also work with administrative team.

WHO IS SAN DIEGO COMMUNITY POWER?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

OUR HISTORY

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and the City of National City joining in 2023. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit SDCommunityPower.org.

COMMITMENT TO DIVERSITY

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES

- Proactively develop a pool of qualified candidates in advance and contributes to ongoing recruiting efforts as needed.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Research and recommend new sources for active and passive candidate recruiting
- Maintains database of employee records as well as all active and inactive applications.
- Conducts initial screening interviews and contacts references to verify background clearances.
- Conducts all new-hire orientations and assists with the development of new-hire training material
- Maintains complete confidentiality of all HR-related information.
- Continually works with department to streamline the hiring process and improve internal policies.
- Support recruitment portions of website including job postings and HR analytics.
- Participate in organization committees including event planning.
- Must have excellent time management skills, ability to effectively work independently, or in teams on multiple tasks or projects.
- Assist in public events (in-person or virtual) to educate the general public about SDCP's mission and community benefit
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Public agency, non-profit organization, human resources, or office management administrative experience role with demonstrated customer service skills and understanding of principles involving confidentiality, tact, and accountability.
- General office administrative responsibilities including organizing, filing, customer response, IT tools requests and troubleshooting.
- Working knowledge of Paychex or similar payroll management system.
- Knowledge of LinkedIn or similar recruiting platforms preferred.
- Ability to identify HR administration process improvement opportunities and suggest new tools or processes.
- Must be attentive to details and organized.
- Ability to flex, multi-task, and address different duties and priorities as needed.
- Professional communications skills, in writing and verbally, as this role works in collaboration with staff and external SDCP contacts.
- Proficiency with Microsoft Office Suite, Word, Excel, PowerPoint, and ability to use virtual meeting and calendaring applications.
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages to meet diverse teams and communities.
- Public speaking and ability to communicate clearly, and persuasively, orally and in writing
- Tact, diplomacy, and discretion in dealing with sensitive and complex issues
- Familiarity with local political, social, and economic landscape as well as San Diego regional stakeholders desired
- Ability to travel to meetings, and community events locally in San Diego and environs to meet stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record. SDCP to reimburse mileage expense at the IRS mileage rate

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the knowledge and abilities listed. Demonstrated customer facing or office administration skills and understanding of principles involving confidentiality, tact, and accountability. A typical way to obtain the required qualifications would be:

A two-year degree or higher from an accredited college or university in business administration, human resources or a related field AND two years of experience in human resources, talent acquisition, business

administration or other relevant field. Experience working in a public utility and/or a CCA program is desirable.

WORK ENVIROMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 25 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.

Compensation:

Salary Range: The position salary range is: **\$69,600 to \$90,500; with exact compensation to be determined by SDCP, depending upon experience.**

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP provides health subsidy support towards the employee elected coverage. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

Retirement: SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

How To Apply:

Applicants must submit their resume, cover letter, and references using the "Apply today" functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITES ACT (ADA) EMPLOYER