



Human Resources Specialist

Position Title: HR Specialist
Work Location: Calpella, CA

Job Specific Information

I. Summary

Manage workers compensation claims and effectively communicate between workers' compensation carriers, employees, and other employer representatives. Responsible for New Employee Orientation, on-boarding processing and comprehensive support to the compliance needs of the organization.

II. Duties and Responsibilities

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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Act as liaison between employee, supervisor/manager, human resources, and safety regarding industrial injuries
- Administer all first aid and indemnity claims
- Manage and oversee employee accommodation processes for workers' compensation claims and maintain legal compliance
- Create regular statistical reports for management
- Administer Leave of Absence process, including meeting with employees or phone
- Process all billings as appropriate
- Back-up Taxable Fringe Benefit Administration
- Communicate with workers' compensation carriers on claims, issues or questions
- Participate in quarterly update meetings and annual renewal for policy and carriers
- Monitor and ensure compliance of governmental regulations and insurance industry requirements
- Maintain confidentiality while working with incidents, reports, and claims
- Other projects as assigned

III. Qualifications/Physical Requirements

- Associate's degree (A.A.) or equivalent from two-year College or technical school and minimum five years progressive Human Resource administration experience.
- Competent with standard W/C procedures, concepts and administration of claims
- Full understanding of CA leave protection laws including CFRA, Kin Care with Federal USERRA and FMLA
- Working HR knowledge (Labor Law and standards) outside of CA, preferable
- Strong knowledge of Microsoft Office Suite including Excel, Word and Outlook and Internet browsers
- Must maintain and carry a valid California driver license and remain eligible and capable of operating company vehicles in accordance with company policy guidelines
- Possess the ability to speak professionally and effectively in group settings
- Ability to read and interpret documents such as labor law, regulatory agency information requests, audit results, recommendations, safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence, monitoring analysis and reports as needed
- Regularly required to lift and/or move up to 15 pounds and occasionally up to 25 pounds
- This position will traverse stairway on a regular basis during the work day
- This position is required to sit, type and review monitor for long periods of time; repetitive typing motion is required
- Vision abilities required include close, distance, color, peripheral, depth perception and ability to adjust focus

IV. Application Process

- Email a resume to KENberg@Mendoco.com to request an application or
- Send by fax to (707) 485-6873 or
- Call (707) 485-6731 for more information