



Job Description

Job Title:	HR / Compliance Officer	Exempt / Non-Exempt:	Non Exempt
Unit:	Administration	Benefits:	Full Package
Location:	2900 Crenshaw Blvd Los Angeles, CA 90043	Travel Required:	Yes
Level/Hourly Rate Range:	\$24.31 - \$41.56	Position Type:	Full Time
Date Posted:	N/A	Posting Expires:	N/A

External Posting URL:	N/A
Internal Posting URL:	www.aadapinc.org

Applications Accepted By:

Fax or Email:

FAX: 323.295.4075

Email: hr@aadapinc.org

Subject Line: Job Application

Mail:

ATTN: Jon Fukuda, HR
AADAP, Corporate Office
2900 Crenshaw Blvd.
Los Angeles, CA 90016

Job Description

Summary

The HR Compliance Officer is, under the direction of the CEO, shall provide coordination of the agency human resources operations and will be the agency contract compliance officer. HR Coordinator primary role will be to manage AADAP's human resources duties for the agency. This position will provide oversight with human resources operations. This position requires understanding current HR law and contractual compliance requirements that are related to the mission of AADAP. This position will closely coordinate activities with the Administrative Director.

Role and Responsibilities

1. **RESPONSIBILITY FOR HUMAN RESOURCES OPERATIONS (30%):**
 - a. Supervises routine HR responses to leaves, claims, investigations and complaints.
 - b. Supervises agency HR consultant and HR leaves.
 - c. Assumes the role of the agency *Complaint Officer, ADA and Equal Opportunity Officer*.
 - d. Responsible for HR MIS Record Systems and database and responds to routine HR filings such
Cal Osha, 1095's and W9's.
 - e. Assist in the development/ revision of the agency's personnel practices to ensure compliance with any new or changing requirements and any agency policies processed by the Management Team.
 - f. Provides oversight of agency HR risk management and input for strategic planning.
 - g. Assist in the coordination of agency wide recruitment of new employees, internship and volunteer.

- h. Maintains according to HR law and standardizes agency wide job descriptions.
- i. Develop & implement staff training & development program based upon identified needs.
- j. Develop & implement policy and procedure for HR, Compliance, and Training & Development.
- k. Negotiates health benefits which includes health, dental, STD, LTD, W/C, and senior health plans.
- l. Understand current HR regulations updates and potential change.
- m. Leads Cultural Linguistic Appropriate Services (CLAS) Committee)

2. PROVIDES OVERSIGHT FOR AGENCY ADMINISTRATIVE OPERATIONS AND COMPLIANCE ACTIVITIES (30%):

- a. Reviews all funding and other contractual agreements to ensure compliance.
- b. Responds to administrative audits responses and corrective action needs.
- c. Implements and plans processes for contractual compliance.
- d. Responsible for the agency wide personnel records management system.
- e. Purchases and negotiates agency wide insurance policies to ensure contractual requirements and while addressing agency needs.
- f. Responsible for Administrative Unit manual that pertains to HR, Administrative operations and CARF operations reporting.
- g. Handles primary communication with agency employment attorneys.
- h. Assumes the duties as the Agency Compliance Officer and ADA Disability Officer.
- i. Responds to community requests or needs.
- j. Supports Development team with fundraising, marketing and donations.
- k. Responds to agency 1 800 complaint line and email complaints.

3. ENSURE THE DEVELOPMENT OF THE HEALTH & SAFETY PROGRAM (5%):

- a. Oversee and assist in the implementation and maintenance of the agency's Health & Safety Policies & procedures as outlined by the agency's Injury and Illness Prevention Plan (IIPP).
- b. Responsible for the oversight of any onsite health and safety inspection.
- c. Collect & maintain health & safety related information.
- d. Responsible for the implementation and maintenance of the agency staff accident prevention program.
- e. Oversight of facilities are clean, safe and are following all regulatory requirements.

4. RESPONSIBLE FOR ASSIGNED ADMINISTRATIVE BUDGETS (10%):

- a. HR Coordinator is responsible for insurance costs, agency benefits, HR consultant and other related administrative costs.
- b. Routinely reviews administrative expenses.
- c. Provides financial analysis and recommendation on HR related expenses.
- d. Ensures fair purchasing practices and documentation.
- e. Provides oversight for Administrative petty cash.

5. OVERSEEING SPECIAL PROJECTS ASSIGNED BY THE CEO (25%):

- a. CLAS Committee and other agency wide events.
- b. Key member of the all fundraising committees
- c. Responds, engages and networks with community-based organization and the community in general.

Qualifications and Education Requirements

- a. Four-year college education related to field or equivalent work experience related to field.
- b. Valid Driver's License, Calif. Minimum Automobile Insurance, and an inappropriate motor vehicle.
- c. Must be able to work with people of diverse cultural, educational, social, and economic backgrounds.



- d. Demonstrated knowledge and skills in computers.
- e. Knowledge in the layout and use of spreadsheet applications for budgets, and cost calculation and allocation.
- f. Demonstrate the ability to be a technical writer.

Preferred Skills

- Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
- Human Resource law knowledge and experience.
- Management experience in a nonprofit governmental setting.

General Requirements and Knowledge, Skills, and Abilities (KSA's):

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Must have three (3) years of recovery or drug free lifestyle as of the date of the application.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.

Physical Requirements:

Moderate Duty

This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting reaching, working on irregular surfaces, occasional lifting of objects over 25 pounds, and frequent lifting of 10-25 pounds. Ascending and descending ladders and staircase will be more frequent. An example is this position frequently will be moving and organizing agency supplies.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS

Reviewed By:	Aris Tubadeza, Admin Director	Date:	05/29/2025
Approved By:	Aris Tubadeza, Admin Director	Date:	
Last Updated By:		Date:	
Employee Acknowledgement:		Date:	