



Human Resources Generalist Head Office

The State Bank of India (California) is pleased to announce an immediate opening for a Human Resources Generalist (non-exempt/hourly) at our Head Office location in downtown Los Angeles.

This person will provide guidance, support and coordination in the consistent and effective application of policies, procedures, and practices of the Human Resources department. Assists HR Manager in every aspect of HR (including recruitment, payroll, training, benefits, HR support, and following and implementing policies and procedures).

Essential Duties and Responsibilities

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

- Leads day to day administration of HR functions,
- Provides front line support for staff questions related to benefits or personal HR data,
- Data entry into our HRIS including routine audits to ensure a high degree of data integrity and regular reporting from these systems to various areas of the organization,
- Responsible for new hire orientation and onboarding,
- Acts as a liaison to Payroll and HR to help problem solve staff requests,
- Solid working knowledge and experience in processing a semi monthly payroll through ADP, Paychex or similar vendor,
- Provides support to employees and managers regarding HRIS (Paychex) which includes but is not limited to:
 - a. Set up new employees;
 - b. Training for timecards, login set up/reset passwords;
 - c. Timecard support for managers and employees;
 - d. Sick and vacation leave accrual/administration and support;
 - e. Solving IT related issues on the system.
- Establishes, organizes, and supervises the maintenance of department records; ensures accuracy and confidentiality,
- Gathers necessary documentation for VISA process regarding expats, including renewals,
- Assists in the creation of job documentation and assists in maintaining bank wide job descriptions,
- Analyzes employment-related data and prepares required reports for examiners, departments, State Bank of India (parent bank) and U.S. Dept. of Labor,
- Ensures necessary employment new hire and separation paperwork are completed in a timely manner,



- Maintains various spreadsheets for HR department i.e. master roster for current/exiting employees,
- Interprets and explains human resources policies, procedures, laws, standards, or regulations to employees,
- Administers medical, life, vision, dental, Expat benefits, FSA, AFLAC, COBRA, Workers Compensation, and 401(k) benefits including but not limited to:
 - a. Processing enrollments/terminations, coverage changes, and personal information changes;
 - b. Supporting annual open enrollment;
 - c. Verifying billing;
 - d. Auditing insurance coverage for all lines of coverage and all employees.
- Assists the HR Manager with the management of recruitment for branches: includes job postings, scheduling interviews, candidate selection, interviews, and onboarding,
- Prepares multiple HR-related reports for the Bank,
- Performs duties to ensure proper identification and information gathering of all parties subject to SBIC's Customer Information Program (CIP) and Customer Due Diligence Programs,
- Reviews reports to detect Suspicious Activity and files required reports to the BSA Officer or designee as found,
- Will adhere to and comply with all United States Federal and State Regulations including the Bank Secrecy Act, Anti-Money Laundering Act, USA PATRIOT Act, and OFAC laws and their implementing regulations,
- Other duties assigned by the manager that are appropriate to the position,
- Regular attendance is an essential function of this position,

Supervisory Responsibilities

No supervisory responsibilities

Qualifications

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

Education and/or Experience

Bachelor degree (B.A./B.S.) or equivalent; or one to three years related experience and/or training; or equivalent combination of education and experience. Minimum of 3 years in Human Resources banking industry experience preferred.

Other Skills

- Strong experience in Word, Excel and Outlook (including creating tables, charts, graphs and equations),



- Familiarity and working knowledge of FMLA/CFRA, ADA, PFL and other state and federal HR regulations,
- Attention to detail,
- Excellent written and verbal communication skills,
- Takes initiative and excellent follow through,
- Experience in recruitment and onboarding is highly preferred,
- Payroll experience is desired,
- Previous use of Paychex, ADP or similar payroll systems, required.

Relocation expenses will not be provided.

TO APPLY:

If you would like to apply, please submit a cover letter referencing the job title, resume, three professional references (names/contact information) and send to:

careers@sbical.com

Fax: 213.489.4560

Documents submitted via email as attachments must be in Microsoft Words or pdf format. Resumes that do not reference a specific job title in the cover letter or email subject line will not be considered.