

**California Transplant Donor Network**  
1000 Broadway, Suite 600  
Oakland CA 94607

**Title:** Human Resources Coordinator

**OPO:** California Transplant Donor Network

**Position Description**

The Human Resources Coordinator must be dedicated to supporting the mission of the California Transplant Donor Network to provide the opportunity to improve and extend lives through organ and tissue donation for transplantation. This individual will provide, under general supervision, administrative support services for the Human Resources department that includes performing a variety of detailed, complex, responsible, and confidential duties. This position requires a proactive team player who must uphold the core values of the organization which include integrity, respect, honor of diversity, personal accountability, creative initiative, teamwork, and excellence.

**JOB DUTIES AND RESPONSIBILITIES**

- A. Assists with the recruitment and hiring process. These duties include but are not limited to job postings; processing resumes; coordinating job interviews; updating job tracking schedule; provide and collect employment application, voluntary identification and interview forms; submits background check request; generate declination and offer letters; ensure completion of pre-employment physical examination and required immunizations by new hires. Prepares new hire packets. Coordinates relevant needs of new employees with various departments.
- B. Processes employee benefits enrollment, termination and status changes per plan provisions. Updates employees' wages on annual basis to adjust Life/AD & D insurance coverage. Reviews, audits, and reconciles benefits invoices prior to payment to ensure accuracy. Assists with the annual open enrollment period.
- C. Maintains various HR files that include but are not limited to employee personnel files, employee medical files, employee leave files, workers' compensation cases, investigative files, employee benefits files, etc. according to policies and legal requirements.
- D. Stays current with HRIS systems upgrades ensuring full utilization of the system's potential and the benefits it offers as the lead user.
- E. Performs data entry in current HRIS system utilized. Run periodic reports on various HR metrics such as employee turnover rates and other reports as requested. Performs systems synchronization between HRIS and PC Payroll.
- F. Assists the HR manager in processing employee termination of employment. Prepares and sends employee termination notices. Coordinates retrieval of CTDN issued property with IT and issuance of final checks with Finance; and prepares all other associated paperwork.
- G. Processes workers' compensation cases and completes OSHA-related reporting forms. Follow-ups on ergonomic evaluations and implements recommendations from ergonomics specialists.

**Job Qualifications:**

- Education:* Bachelor's degree with coursework in Human Resources and/or Business
- Five years of direct Human Resources experience may be considered in place of educational requirements
- Experience:* Required: Minimum 2 years of directly related Human Resources work experience
- Location:* Assigned CTDN Oakland office. All CTDN offices are non-smoking facilities.
- Travel:* The Human Resources Coordinator may be required to travel occasionally in order to meet the duties and responsibilities of the position. Company reimbursement for personal auto use while on the job is consistent with IRS guidelines.
- Work Hours:* 8:30 am to 5:00 pm, Monday through Friday.

**Deadline for submissions** Applications accepted until position filled.

**Contact** Please send resume and cover letter to the Human Resources Department at [careers@ctdn.org](mailto:careers@ctdn.org). No phone calls accepted.

**Other** We offer competitive salary and comprehensive benefits,  
EOE. ONLY QUALIFIED APPLICANTS WILL BE CONSIDERED AND/OR NOTIFIED