LYCÉE FRANÇAIS DE SAN FRANCISCO

TEMPORARY - HUMAN RESOURCES GENERALIST

Job Title: HR Generalist

Division / Department: Human Resources

Reports To: HR Manager

Campuses: Three Campuses — San Francisco Bay Area

Position Type: Full-Time, Exempt, Open Until Filled

Experience Required: 5+ Years in Human Resources, with strong Employee Relations & Compliance experience

Language Preference: French Fluency Preferred

ABOUT THE LYCÉE FRANÇAIS DE SAN FRANCISCO

The Lycée Français de San Francisco (the Lycée) is a French immersion and International College Preparatory school with 820+ students across three Bay Area campuses. The Lycée strives to maintain an international community for teachers, parents, and students of diverse social and cultural backgrounds while providing a rich educational environment that emphasizes academic excellence and personal achievement.

Our program is based on the highly recognized French national curriculum and IB Curriculum and framework enriched by key American courses, allowing flexibility and academic transfer to leading schools and universities worldwide. The Lycée is a unique environment that promotes initiative, autonomy, cooperation, and individual responsibility.

POSITION SUMMARY

Reporting to the HR Manager, this position drives core employee relations functions—including thorough workplace investigations, complaint resolution, structured interviews, detailed documentation, and leading the interactive process for workplace accommodations.

The HR Generalist is a key technical and operational expert who supports the HR Manager in the administration of wage and hour compliance, complex leave management, and retirement administration. Additionally, the HR Generalist serves as a backup for payroll processing in

Rippling, supports benefits administration and open enrollment, and helps maintain pristine personnel records. The ideal candidate blends exceptional interpersonal empathy and discretion with meticulous organizational habits, regulatory rigor, and strong HR tech capabilities.

KEY RESPONSIBILITIES

Employee Relations, Investigations & Accommodation

- **Workplace Investigations & Complaints:** Conduct objective, prompt, and thorough internal investigations regarding workplace complaints, grievances, policy violations, and performance concerns across all three campuses.
- **Documentation & Interviewing:** Lead investigative and formal interviews, compile detailed notes, gather evidence, and draft well-reasoned, factual investigation reports with actionable recommendations.
- **Interactive Process Management:** Facilitate the formal Interactive Process under ADA/FEHA for medical and disability accommodation requests; partner with staff, managers, and medical providers to evaluate and implement reasonable accommodations.
- **Conflict Resolution:** Serve as an approachable, trusted contact for employees and supervisors, offering sound guidance on policy interpretation and conflict resolution.

Backup Payroll Processing

- **Backup Payroll Operations:** Maintain full capability to execute monthly payroll processing as a backup; review payroll registers, journals, and status changes for precision.

Benefits Support & Open Enrollment

- **Open Enrollment Assistance:** Support the annual open enrollment process, preparing employee communications, holding Q&A sessions, and assisting staff through plan selection.
- **Ongoing Benefits Administration:** Address daily employee questions regarding health, dental, vision, retirement, and supplemental plans; troubleshoot carrier issues promptly.
- **System Integration Audits:** Regularly audit benefits carrier feeds and enrollment synchronization with Rippling to guarantee data integrity and correct payroll deductions.

Compliance, Wage & Hour, and Benefits Administration

The HR Generalist provides technical and operational support to the HR Manager, who maintains primary responsibility for the following compliance and administrative functions.

- **New Hire Compliance Tracking:** Actively track and monitor strict California state law and private school compliance requirements for all new hires, ensuring mandatory elements including Live Scan fingerprinting, background checks, and TB clearances are completed before employment begins.

- **Mandatory Training Management:** Schedule, coordinate, and track required compliance trainings (e.g., sexual harassment prevention, mandated reporter training) for new hires and ongoing re-certifications for current employees, updating internal compliance dashboards.
- **Onboarding & Orientation:** Coordinate the logistics of the new hire onboarding process, establishing portal access, completing onboarding packets, and conducting initial operational orientation.
- **File Management & HR Support:** Collaborating closely with the HR Manager, assists the department with organizing and storing digital and physical records (including medical, personnel, and payroll files). Conduct routine internal audits of HR files and I-9 documents under the HR Manager's guidance to ensure regulatory compliance and data integrity.
- **General Administration:** Field and resolve everyday employee inquiries regarding payroll discrepancies, time-tracking procedures, and basic HR policies.

QUALIFICATIONS & EXPERIENCE

Required

- A minimum of 5 years of progressively responsible HR experience, with demonstrated hands-on expertise in CA employee relations, workplace investigations, and the interactive accommodation process.
- Deep knowledge of California and federal labor laws, FMLA/CFRA, ADA/FEHA compliance, and non-profit/educational employment standards.
- Strong proficiency with **Rippling** HRIS (or similar modern HR platform) and familiarity with payroll processing/registers.
- Exceptional written communication, interviewing, and record-keeping skills with unwavering attention to detail and discretion.
- Excellent interpersonal and conflict-resolution skills, with a collaborative approach to supporting diverse faculty and staff across multiple campuses.

Preferred

- Fluent in French (spoken and written) to easily converse with international faculty and staff.
- HR Certification (SHRM-CP/SHRM-SCP or PHR/PHRca).
- Prior experience in an independent school, non-profit, or international educational setting.

START DATE, COMPENSATION & BENEFITS

- **Start Date:** Open Immediately
- **Salary Range:** $_____ to $_____ per year, depending on education and experience.

- **Benefits Package:** Excellent benefits package including medical, dental, vision, 11 paid holidays, generous paid vacation package, long-term disability, and retirement benefits.
- **Professional Development:** Dedicated support and funding for ongoing professional learning.

APPLICATION PROCESS

To apply for this position, please submit your resume along with a cover letter via https://www.lelycee.org/about/jobs.

For any inquiries, please contact **cv@lelycee.org**.

EQUAL OPPORTUNITY EMPLOYER

The Lycée is an Equal Opportunity Employer. Candidates who would add to the diversity of our staff are strongly encouraged to apply. The successful applicant will be required to provide proof of authorization to work in the U.S. and to comply with fingerprint/background check clearances.