



## Human Resource Generalist

The Fresno Chaffee Zoo inspires wonder of our natural world, provides an engaging learning environment, and creates a passion for conservation. Serving the central San Joaquin Valley, the zoo is committed to sustaining professional active participation in wildlife conservation, research and wildlife education. As a proud recipient of the AZA Top Honor Exhibit Award, we are committed to providing our local community and the AZA community exhibits and programs we all can be proud of.

November 4<sup>th</sup> marked an important day for Fresno County as our community voted to continue to financially support the Zoo through the approval of Measure Z. This measure provides us with financial security that allows us to continue to offer an incredible experience for our guests while providing excellent animal care, and a challenging yet fulfilling working environment. For more information on this project please visit our website and watch the posted video that showcases the exhibit: [https://www.youtube.com/watch?v=vhnjl\\_KgpwY](https://www.youtube.com/watch?v=vhnjl_KgpwY)

### Responsibilities

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

### Requirements

A Bachelor's degree (BA or BS) in Accounting or Human Resources or business from an accredited college or university; and 2 years related experience and/or training; or an equivalent combination of education and experience is preferred.

***Experience using Evolution and Swipeclock software preferred.*** Excellent written and verbal communications skills are essential.

Good physical condition: ability to lift and carry a minimum of 20 lbs. While performing the duties of this job, the employee is regularly required to stand; walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. Vision capabilities required include close, distance and peripheral vision, depth perception and ability to adjust focus. Interaction with guests and staff requires talking and hearing. While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather) and outdoor weather conditions. The noise level in the work environment varies. Occasional loud noises from visitors, animals or equipment are experienced.

If you have the desire and skills needed to help create an all-around dynamic experience at Fresno Chaffee Zoo, apply no later than May 6, 2016 as directed below.

Please submit resume to [careers@fresnochaffeezoo.org](mailto:careers@fresnochaffeezoo.org) or mail to:  
Fresno Chaffee Zoo Corporation, 894 W Belmont Ave. Fresno, CA 93728.

Applicants can visit [www.fresnochaffeezoo.org](http://www.fresnochaffeezoo.org) to apply online.  
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