



POSITION DESCRIPTION

Human Resources Generalist	
Department: Human Resources	Status: Full-Time, Exempt
Reports to: Director of Human Resources	Last Reviewed: Oct 2023
Titles reporting to this role: HR Administrator, HR Payroll Administrator	Next Review Date: Oct 2024

Position Summary:

The Human Resources Generalist assists the Director in managing day-to-day operations of the Human Resource office. The HR Generalist carries out responsibilities in the following functional areas: departmental development, employee relations, training and recruitment, benefits, and payroll. The Human Resources Generalist coordinates implementation of services, policies, and programs through Human Resources staff; reports to the Human Resources Director and assists and advises company managers about Human Resources issues.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

General Duties

Assist with the daily functions of the Human Resource department, such as administering pay, cross checking all D-Pars, managing the employee files, collaborate with Recruiting Manager on creating onboarding plans for new hires. Support HR Administrators on all agency benefits. In addition, advise managers on policy matters and assist in implementation of agency policy and practices. Analyzes statistical data and reports to identify and determine causes to develop recommendations for improvement on organizations personnel policies and practices.

Compliance

Maintain compliance with federal, state, and local employment law and regulations. Assist the HR Director with the review of policies and procedures while staying updated regarding new law changes. Review, track, and document compliance with mandatory and non-mandatory training which may include safety, training, anti-harassment training, and certifications.

Audits

Assist the Director with oversight of audits and ensure that documentation is properly maintained. Additionally, will manage routine internal audits to ensure funder requirements are met.

Benefits

Ensure compliance with ERISA, COBRA, FMLA, VESSA and other state and federal laws and regulations. Provide oversight to Leave of Absence including FMLA, ADA, Short Term Disability, Long-Term Disability, and Worker's Compensation.

Reports and Metrics

Responsible for collecting data and maintaining reports regarding personnel that are organized and up-to-date. Additionally, prepare monthly reports for DCFS programs, metric reports and EEOC reports.

Hiring and Recruiting

Assist the Recruitment Manager with the hiring and recruitment process through maintaining written procedures/strategies. Ensures that hiring practices are in line with changing requirements by outside government entities. As needed, will provide support with onboarding new hires through UKG, posting and promoting job openings, and conduct background checks.

Employee Relations

Assist the Director when complex, specialized, and sensitive questions and issues arise. On occasions may be required to administer and execute routine tasks in delicate circumstances such as reasonable accommodations, investigating allegations of wrongdoing, and terminations.

Building Relationships

Responsible for building relationships with vendors to provide the best quality services to agency employees while negotiating bargaining agreements.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Bachelor's Degree in Human Resources or a related field. At least one year of human resources management experience preferred.

Language Skills:

Bilingual Spanish preferred.

Certificates, Licenses and Registrations:

Human Resources Certification (PHR) a plus.

Computer Literacy & Knowledge Skills Abilities:

Working Knowledge of Microsoft Word and Spreadsheet Management, HRIS systems such as Ultipro, Recruitment systems, time and labor system.

Mathematical Skills:

Advanced Mathematical skills are required.

Operating Environment and Working Relationships:

Works collaboratively and routinely with management staff. Ability to administer a broad human resource program which includes employment, compensation, benefits, organizational planning, employee relations and training and development. Well-developed administrative skills. Strong management and people skills. Ability to express oneself clearly and effectively. Superior interpersonal abilities. Ability to get along with diverse persons and personalities. Must be tactful, mature, and flexible. Good reasoning abilities and sound judgments.

Decision Making Authority:

Management-level position, exercises discretion, independent judgment in executing tasks.

People Management

Managerial/Supervisory skills preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be

constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature / Firma de Empleado: _____

Date / Fecha: _____

