**Human Resource Generalist**

**Duration: Annual   
Job Title: Human Resource Generalist**

**Supervisor: CEO**

**Regular Hours: 40 Hours Per Week**

**Wage: $60,780-$68,408**

**FLSA: Exempt**

**Summary:** Human Resource Generalist is to perform HR-related duties on a professional level and work closely with management to carry out responsibilities in the following functional areas: Employee relations, recruitment, onboarding/orientation, policy implementation, benefits administration, training, performance management, discipline and employment law compliance.

**Essential Functions/Major Responsibilities**

* Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
* Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
* Conduct or acquire background checks and employee eligibility verifications.

# Administer new employee onboarding and orientation.

* Implement employee recognition programs.
* Perform routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

# Coach, counsel, and guide managers prior to executing employee disciplinary actions.

* Attend and participate in employee disciplinary meetings and terminations.

# Manage and track all employee disciplinary action.

# Administer HR policies and procedures for all organization personnel. Provide personnel policy and procedure guidance to employees and management. Assist in the development/implementation of personnel policies and procedures. Prepare and maintain the employee handbook and the policies and procedures manual in compliance with current legal requirements.

# Maintain up-to-date knowledge of federal, state, and local employment laws, compliance requirements, and best practices.

# Coordinate open enrollments, changes, and training for employee benefit programs.

# Respond to human resources-related inquiries from applicants, employees, and supervisors.

# Receive complaints regarding sexual harassment, discrimination and other instances of workplace harassment and assist in investigations and disciplinary action.

* Maintain employee personnel records.

# Maintain HR Information Systems records and compile reports from databases.

# Participate in administrative staff meetings and attend other meetings and seminars.

# Assist in evaluation of reports, decisions and results of department in relation to established goals. Recommend new approaches, policies, and procedures to continually improve the efficiency of the department and services performed.

# Distribute and monitor the process for employee performance evaluations and ensure they are done in a timely manner.

# Update eligible salary adjustments/increases based on evaluations.

# Maintain all workers’ compensation case files; follow-up on open cases.

* Administers HR plans and procedures for all organization personnel; assists in the development/implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
* Participates in developing department goals, objectives and systems.
* Administers the compensation program; monitors the performance evaluation program and revises as necessary.
* Performs benefits administration, including claims resolution, change reporting, and communicating benefits information to employees.
* Participates in administrative staff meetings and attends other meetings and seminars.
* Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
* Oversee all insurance issues and work closely with agent of record.
* Participates in developing department goals, objectives and systems.
* Administers the compensation program; monitors the performance evaluation program and revises as necessary.
* Maintains compliance with federal, state and local employment and benefits laws and regulations.
* Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement.

**Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies:**

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans own work activities and uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance.

Quantity - Completes work in timely manner, Works quickly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Dependability - Follows instructions and keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Minimum Required Qualifications**

An associate degree and four years of HR/ Executive Assistant experience, or a bachelor’s degree in business administration or HR management and two years of experience in the HR/Executive Assistant field, or six years of experience in the HR/ Executive Assistant field, or any similar combination of education and experience. Missing HR certification preference.

WORKING ENVIRONMENT / PHYSICAL DEMANDS