

Human Resources Generalist

Summary:

The Human Resources Generalist acts as a resource to agency staff on human resources matters, providing guidance, assistance and support to management, supervisors and staff. In addition, the generalist administers human resources programs in the areas of benefits, employment, policy, staff development and internal communications.

Primary Responsibilities:

- Recruit for exempt and non-exempt positions agency-wide. Consult with managers regarding staffing needs, write job descriptions, source qualified candidates, screen and interview candidates, make hiring recommendations, and complete all necessary job files and follow up correspondence. Ensure compliance with federal and state regulations and internal policies concerning employment
- Administer benefits for the agency including health enrollment and changes, education reimbursement, 529 matching contributions, life insurance enrollment and changes and paid time off. Proactively communicate with staff regarding pertinent benefit changes. Research new benefit offerings and make recommendations based on cost and value to the organization
- Respond to employee inquiries regarding the Agency policies and procedures, benefits and HR initiatives
- Lead the planning and implementation of events agency-wide with the goal of improving employee morale, satisfaction and teamwork; manage a committee of volunteers who plan and execute the events
- Develop and deliver training programs with relevance and interest to staff. Identify areas for additional training and make recommendations for appropriate delivery
- Support the performance evaluation process including the execution of the comprehensive compensation plan
- Coordinate fundraising campaigns and community drives within the agency
- Draft communications to employees to keep the agency abreast of relevant policies, procedures, events and related topics of interest; publish a monthly newsletter
- Serve as administrator of timekeeping and learning management systems which includes training new employees, extracting and analyzing data and making recommendations for system enhancements
- Maintain employee files in accordance with agency policies and state and federal laws
- Participate in employee relations matters, facilitate communication in difficult situations, and assist in the investigation of employee complaints or concerns
- Compile reports and metrics to support the departments' overall goals

Minimum Qualifications:



- Degree in Human Resources, Business, or a related field preferred
- Three years experience in multiple areas of HR; an equivalent combination of skills and experience will be considered
- Experience in fast paced, and flexible work environment providing service to customers, employees, and/or vendors

Knowledge, Skills, and Abilities

- Extensive knowledge of federal and state employment laws and their practical application in a public work environment
- Demonstrated proficiency using Microsoft Office software and database management systems
- Ability to deal with conflict and diffuse difficult situations
- Excellent communication skills both oral and written
- Demonstrated ability to handle multiple tasks simultaneously
- Interpersonal skills to handle sensitive and confidential situations
- Analytical ability in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work
- Ability to work independently to meet deadlines
- Excellent customer service and relationship building skills
- High degree of professionalism, discretion and confidentiality
- Ability to work on a team that delivers a high-availability level of service

Work Environment

- Typical office environment with considerable time in a sitting, stationary position
- Must be able to occasionally move about the office to retrieve files and documents
- Constantly operate a computer and other office equipment including typing and keying
- Frequently communicate with employees, vendors, and applicants; must be able to exchange accurate information accordingly
- Occasional travel required