

## POSITION DESCRIPTION

**POSITION TITLE:** Human Resource Generalist I

**GRADE:** 17

**REPORTS TO:** Director, Human Resources

**FLSA:** Non-exempt

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### **POSITION OVERVIEW:**

Responsible for providing support in all HR functionalities to include employee relations, employment, benefits, workers comp, leaves, compensation etc.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**, *includes the following responsibilities, but not limited to:*

- ◆ Administration of company-wide human resources policies, procedures, and practices in accordance with stated corporate objectives and federal and state legal requirements.
- ◆ Supports process flow as they relate to data automation and work flow to include HR systems and HR on-line information for new hires and managers.
- ◆ Administration of workers' compensation, unemployment claims, disability claims and leaves of absences.
- ◆ Assists in the management of administration of the hiring process, including but not limited to conducting background and reference checks, issuing job confirmation letters, collecting new hire paperwork, providing exit packets to managers and other internal communication.
- ◆ Assists in the management of administration of company compensation and benefits programs, including COBRA.
- ◆ Distribution/communication of projects including but not limited to Employee Policy handbook, Benefits open enrollment, and employee recognition.
- ◆ Identifies potential employee-relations issues and makes recommendations to management.
- ◆ Conducts investigations into claims of harassment or other company-guideline violations.
- ◆ Conducts exit interviews with employees; communicates findings to Director, Human Resources.
- ◆ Responds to inquiries regarding the organization's processes, policies, procedures, and programs.
- ◆ Maintains the organization of personnel and benefits records.
- ◆ Performs other duties as assigned by supervisor.

### **PHYSICAL and ENVIRONMENTAL CONDITIONS**

Office environment, equipment and tasks, including work at a computer terminal which requires repetitive keyboarding and data entry. This position requires partial sitting and walking throughout the day. Employee must be open to work overtime to complete assigned tasks.

### **PREFERRED QUALIFICATIONS AND EXPERIENCE**

- ◆ 4-8 years Human Resources experience.
- ◆ 2 years in an exempt role preferred.
- ◆ Bachelor degree preferred.



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- ◆ Excellent problem-solving and interpersonal skills
- ◆ Solid organizational skills
- ◆ Excellent verbal and written communication skills
- ◆ Manage projects and day-to-day personnel issues effectively
- ◆ Deadline oriented with ability to prioritize work.
- ◆ Confidentiality required
- ◆ Proficient with report building, utilizing Access / Excel Preferred.
- ◆ Proficient computer skills in Microsoft Windows environment
- ◆ Ability to work independently in a fast-paced environment.
- ◆ Intermediate experience with Microsoft suite of products
- ◆ Excellent Internal and External Customer Service
- ◆ Resourceful
- ◆ Be able to work as part of a team
- ◆ High level of integrity
- ◆ Adapts well to change
- ◆ Excellent verbal and written communication skills
- ◆ Self starter