



Staff Signature

Date

TITLE: Human Resource Generalist
DEPARTMENT: Finance
CLASSIFICATION: Regular, FT, Exempt

SUPERVISOR: VP, Finance & HR
FUNDING: Grant Dependent

ESSENTIAL FUNCTIONS: The Human Resource Generalist will conduct daily functions of the Human Resource (HR) department including assisting in recruiting, interviewing, hiring, and onboarding new staff. The HR Generalist will also assist in administering employment compensation packages for exempt and non-exempt staff including pay, benefits, PTO, performance reviews, and company-paid training. The Generalist will assist with enforcing company policies and practices and ensure open lines of communication exist between management and staff as well as ensuring prompt resolution of all queries including, but not limited to corrective actions, diversity, and inclusion. At all times the Generalist shall ensure all personnel information remains confidential and staff privacy is consistently protected.

DUTIES AND RESPONSIBILITIES:

- Performs routine tasks associated with payroll, benefits, dispute investigations, disciplinary actions, performance, productivity, recognition, morale, occupational health and safety, staff training and development, and talent management.
- Provide staff with training and guidance on accurate timekeeping expectations, grant percentage allocations, and allowable activities to meet grantor requirements.
- Assists in the areas of financial data entry, reporting, and processing payroll.
- Assists in Maintaining updated job descriptions through collaboration with Directors , VPs and the CEO to fully understand skills and competencies required of the agency to advance its mission.
- Achieves all federal and state record retention requirements.
- Recruits, screens, interviews, and facilitates the hiring of qualified job applicants for all vacant positions.
- Conducts and documents all background checks, reference checks, and employment eligibility verifications.
- Monitors and responds to all Notices of Unemployment Applications in a timely manner to avoid potential chargebacks.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification, and audits.
- Reports, maintains, and monitors all workers' compensation claims.
- Monitors employee benefit eligibility and assists with benefit selections during open enrollment and qualifying life events while maintaining compliance with applicable laws and regulations.
- Maintains communication with others and works to fulfill the agency's mission, vision, and philosophy.
- Assists with recruitment, training, and engagement of volunteers and interns.
- Assist with resolving employee grievances with other staff and or management.
- Recognizes personal emotions, thoughts, and values and how they influence behavior while managing their effects on service provision.
- Reports any incident of child or elder abuse to the appropriate Hope Alliance staff.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends, documents, and participates in employee grievance investigations, disciplinary meetings, and involuntary staff terminations.
- Keeps the agency in compliance with all federal, state, and local employment laws.
- Assist in updating, and distribution of employee handbook.
- Maintains all personnel files and ensures their compliance with all federal, state and local employment laws.
- Updates knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent acquisition, and employment law.
- Performs other duties as approved and assigned by VP, Finance & HR and CEO.



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QUALIFICATIONS AND EDUCATION:

- Bachelor's degree in human resources or related field.
- Certification in SHRM-CP, SHRM-SCP, aPHR, PHR, or SPHR preferred.
- 2 years of HR experience including 1-year direct involvement in employee relations.
- Strong interpersonal, communication, follow-up, problem solving and creative thinking skills.
- Excellent organizational skills, ability to multi-task with attention to detail.
- Proficient with MS Word & Excel.
- Prior nonprofit experience preferred.
- Self-motivated, team player with excellent people skills.
- High level of discretion with confidential material.
- Excellent oral and written communication skills.
- Has a research-orientation.
- Must be able to successfully complete the agency-provided State Certification Training within 90 days of hire date and maintain State Certification by documenting annually: six hours of continuing education, the provision of 100 hours of direct services at minimum, and the successful completion of a written exam and skills assessment designed to evaluate the special knowledge and skills required for continued certification.
- Adequate personal health, social maturity, emotional stability, and effective stress management skills.
- Sensitivity to varying cultural, ethnic, and social backgrounds, values, attitudes, and languages, as well as tact, poise, professionalism, diplomacy, teamwork, humor, and ability to interact with people from all walks of life.
- Routinely use computer and other office equipment such as phones, fax, printer, and copier.

PHYSICAL REQUIREMENTS:

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 typically working in a climate-controlled office environment but sometimes exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

- Normal workday physical activity includes frequent sitting, standing, and walking.
- Requires employee to use hands, arms, legs, neck, and head while performing tasks.
- Requires occasional twisting at desk when answering phone or keyboarding.
- Requires retrieving files by pulling and pushing cabinet drawers with occasional bending, squatting, kneeling, and reaching above shoulder level.
- Requires frequent data entry using computer keyboard.
- Requires extensive speaking in person and on the telephone with staff and others.
- Requires occasional lifting and/or moving up to 30 pounds.