



**JOB DESCRIPTION**  
**Non-Exempt Position**

**TITLE:** HUMAN RESOURCES GENERALIST

**HOURS:** 25-30 HOURS PER WEEK

**SUPERVISOR:** OPERATIONS/PRESIDENT & CEO

**STATEMENT OF POSITION:**

**Job Summary:**

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. Administrative support of the President and CEO, and liaison to the Board of Directors.

***Duties/Responsibilities:***

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, and work assessments. This may include safety training, anti-harassment training, and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs 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.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.



- Attends and participates in employee disciplinary meetings, terminations, and investigations including all relevant documentation and exit interviews.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain and process accurate and complete HR and employee records.
- Select relevant data and compile HR reports including statistical summaries, charts, graphs and surveys.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Manage calendar for President & CEO.
- Schedule Board of Directors meetings and venues.
- Prepare and distribute, agendas, correspondence and communications relating to the Board of Directors.
- Performs other duties as assigned.

***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- knowledge of HR practices and procedures
- Basic working knowledge of labor law and employment best practices
- Highly computer literate with solid experience using Microsoft Office
- Knowledge of payroll and benefits
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the agency's HRIS systems.



***Education and Experience:***

- Degree in Human Resources, Business Administration, or related field.
- A minimum of two years of human resource management experience preferred.

***Physical Requirements:***

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the agency's facilities.