

## **JOB DESCRIPTION HR GENERALIST**

Reports to: Manager, Human Resources

### **General Description:**

This position is responsible for assisting the department with day-to-day human resources responsibilities that support the organization. Duties include a variety of concentrations such as: benefits administration, records maintenance, onboarding, training, recruitment, company events, staff engagement and retention, unemployment compensation responses, FMLA/ADA/STD claims and processing, as well other generalist duties. The HR Generalist acts as an employee champion and change agent and works to formulate partnerships across the HR function and throughout the other business units of the company linking HR practices to the goals and objectives of the company.

### **Key Responsibilities:**

- Individual contributor with full cycle HR responsibilities;
- Interacts with employees, and leadership in a manner conducive to continued positive relationships;
- Promotes and fosters a culture that is productive, open and empowering and coaches others to behave and make decisions in line with our management and leadership practices;
- Creates and maintains personnel records and file management;
- Coordinates new hire process including benefits orientation and tracking, training, new hire support;
- Processes and maintains source documentation pertaining to termination, employee status changes, compensation, etc. for entry into the HRIS database;
- Coordinates all medical record documentation and ensures that HIPAA and Employment Privacy guidelines are followed;
- Provides support for ongoing HR programs and initiatives such as performance review process; training, and benefits open enrollment;
- Owns policy handbook updates and maintains proficiency in company policies and procedures and is able to apply both effectively;
- Manages annual compensation data review process;
- Owns annual employee evaluation process, including gathering feedback on any updates/changes, ensuring timelines are communicated and evaluations are completed per the timeline;
- Maintains confidentiality, establishes trust and credibility;
- Perceived by employees as approachable and able to balance business needs with employee needs;
- Handles some routine employee relations matters, and exit interviewing;
- Responds to general inquiries from Leadership and staff;
- Collaborates with, and provides back-up support to other members of the HR team;
- Focuses on continuous improvement in HR to align with company goals;
- Maintains compliance with all state and federal laws i.e. wage and hour laws, updating forms, policies and procedures, and posters as needed;
- Stays up to date on all state and federal employment laws, regulations and best practices.

- Collaborates with Finance Department on various matters including payroll changes, employee benefits and compensation budgets
- Serves as a partner with hiring managers with recruitment needs;
- Drives employee engagement functions such as birthdays, annual anniversaries, career recognition, and a robust program for employee appreciation efforts;
- Anticipates and respond to changing business needs;
- This role may perform other functions within the Human resources team, to include special projects and interim assignments.

**Minimum Requirements:**

- Bachelor's degree in HR or related field;
- 3-5 years of experience as an HR Generalist;
- Ability to maintain high level of confidentiality;
- Experience with HRIS systems
- Experience with benefits management;
- Knowledge of employment laws and regulations;
- Experience in administering FMLA;
- Demonstrated ability to work effectively as part of team;
- Cross-Collaboration;
- Positive and outgoing personality;
- Demonstrated ability to build relationships and influence others;
- Experience in insurance and/or health plan industry preferred;
- Experience with Microsoft Office products (Word, Excel, PowerPoint, etc.);
- A keen understanding of the differences between various roles within the organization;
- Excellent inter-personal and written/oral presentation skills;
- Problem-solving skills, organizational skills, planning skills and attention to detail;
- A professional appearance and demeanor;
- Works independently and as part of a team to solve problems and find creative solutions.