

HR Generalist



Department: Administration

Reports to: Chief Financial Officer

FLSA Status: Non-Exempt

Date: April 2018

Position Summary:

The HR Generalist is responsible for maintaining the payroll records and ensuring employee payroll is processed on time and accurately. He or she will administer benefit and training programs, answer questions and address concerns about payroll and human resources.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DAILY

- Research and execute background checks, including drug screens and scheduling fingerprints
- Answer phones and e-mails
- Process new hires, meet with staff, employees, or others
- Manage insurance enrollments and terminations

WEEKLY

- Conduct onboarding orientation bi-monthly or as required

BI-WEEKLY

- Review and process payroll

MONTHLY

- Special projects such as file audits, job postings, etc.
- Conduct and analyze results of exit interviews
- Update employee information (ECF or other personal file information)
- File employee paperwork

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- Associates degree in human resources, business, or other related field

Experience Required:

- 1-2 years previous experience

Knowledge and Skills Required:

- Understanding of HR laws and regulations
 - Strong communication skills, both written and verbal
 - Attention to detail
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HR Generalist



- Basic math skills
- Organization and time management
- Ability to handle confidential information

Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

Working Conditions:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.