



Human Resources Generalist

Classification: Temporary Full Time
Department: Human Resources
Prepared By: Executive Director
Approved By: Jason Ray/Paula Yoder

FLSA Status: Exempt
Reports To: Director
Prepared Date: 2019
Approved Date: 3/5/19

Human Resources Generalist Job Duties

- Implements human resources administration by providing services which include: supporting the development of talent acquisition and processing, employment processing, compensation review, PTO maintenance, training and development, records management and completing personnel transactions in the HRIS system.
- Completes special projects by clarifying project objectives with HR Director; meeting timetables and schedules; supporting research; developing and organizing information; fulfilling HRIS transactions.
- Prepares reports by collecting, analyzing, and summarizing data and trends.
- Supports calendar scheduling with human resources and management training.
- Protects organization's value by keeping information confidential.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation and supporting adherence to requirements.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Human Resource Information Systems

- Maintains employee-related databases.
- Prepares and analyzes reports that are necessary to support the daily functions of the department.
- Prepares periodic reports for HR Director (e.g., pay review), as necessary or requested.
- Fully utilizes Human Resources software to the company's advantage.

Human Resources Generalist Skills and Qualifications

- Entries into HRIS systems, training management, and performance management.
- Updating and maintaining online employee files, project management, office experience, general reporting skills, verbal communication and administrative writing skills.
- Working with Director to maintain online systems supporting performance management, career ladders, and employee action change notices.

Requirements

- Excellent computer skills in a Microsoft Windows environment.
- Must include Excel and demonstrated skills in database management and record keeping.
- Effective oral and written communication.
- Excellent interpersonal and coaching skills.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.

Education and Experience

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent.
- Three to five plus years of progressive experience in Human Resources positions.