



IMPACT Community Action

Job Description

Title: Human Resources Generalist

Job Summary: The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works with management and staff in performing the Agency's Human Resources function. The Human Resources Generalist will carry out responsibilities in the following functional areas: talent acquisition, benefit administration, leave management, policy interpretation, training and development, employee recognition and compliance.

Reports to: Human Resources Director

Job Duties: *Job Duties listed represent the major responsibilities for the job. Each specific position within a job title may require more specific duties, processes, skills or assignments. Other duties are assigned on an as needed basis and may require additional skills and competencies.*

- Coordinate Agency's Talent Acquisition process. Sources and advertises vacant positions; screen candidates and schedule interviews. Assist managers with developing interviewing criteria and provides consultation on hiring decisions. Performs background checks, schedule drug screenings and other employment related testing. Creates and disseminate employment related correspondence and maintain search files and analytics.
- Coordinate Agency's New Employee Orientation and onboarding activities.
- Performs benefits administration to include enrollment, claims resolution, change reporting and communicating benefit information to employees. Serves as liaison between Agency, Health and Welfare vendors and Insurance brokers.
- Coordinates annual benefit Open Enrollment Process and wellness initiatives with third party vendors.
- Perform Leave Management tracking and compliance. Track Medical Leave, Worker's Compensation and other leaves of Absence. Ensure all paperwork supporting leave request is received and processed according to Agency guidelines.
- Assists in the development and implementation of organizational policies and procedures. Assists staff with interpretation of HR policies, procedures and best practices.
- Administers Agency's employee training and development program. Assist managers with staff development plans. Researches, develops, coordinates and performs employee training.
- Maintains Human Resources Information System, files and records.
- Coordinates and staffs various HR and Agency-wide committees such as the Board of Directors' HR Subcommittee and Agency-wide All-Staff Meetings. Coordinates Agency-wide staff appreciation and employee recognition activities.
- Assist with HR Audit and Compliance activities as governed by Agency funding sources.
- Assist director with various HR initiatives and projects
- Performs other duties as assigned.

Working Conditions and Physical Requirements:

Standard office environment. Requires ability to operate telephone and personal computer for extended periods of time. Occasional travel.

Competencies and Knowledge, Skills and Abilities:

- Integrity and Trust
- Action Oriented
- Drive for Results
- Interpersonal Savvy
- Decision Quality
- Problem Solving
- Process Management
- Customer Services
- Innovation
- Verbal, Written Communication Skills
- Technical Skills (e.g. PC applications)

Job-Specific Functional Knowledge and Skills:

- Knowledge of human resources best practices, policies and principles
- Knowledge of federal, state and local labor laws
- Familiarity with benefits administration including worker's compensation, unemployment and health insurance benefits.

Minimum Education and Qualifications:

- Bachelor's degree in management, business, human resources, public administration, or any related field and/or a combination of education and/or experience.
- A minimum of 2-4 years of related experience
- Strong written and verbal communication skills
- Strong organizational skills
- Intermediate/advance experience with Microsoft Excel, Word, Access and Power Point with the ability to produce spreadsheets and executive presentations
- Ability to work well in a team environment, handle multiple assignments and meet deadlines.
- Must have driver's license and reliable transportation

Preferred Education and Experience

- Previous HR Experience in a non-profit setting.
- SHRM/HRCI certified professional (SHRM-CP, PHR, or aPHR) or other HR related certification

Equal Opportunity Statement:

IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.

Created: June 2016

Updated: February 2017

Revised: November 2018 (HR Associate)