

Human Resources Generalist

Job Title:	Human Resources Generalist
FLSA Classification:	Exempt
Department:	Center Administration
Supervisor:	Director of Human Resources

JOB SUMMARY

Under the direction of the Director of Human Resources, the Human Resources Generalist is directly responsible for the management and implementation of Human Resources programs, policies, procedures and processes.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develops and administers various human resources plans and procedures for all company personnel under the guidance of the Director of Human Resources.
- Assists with developing, recommending and implementing personnel policies and procedures.
- Manages job set up and employee compensation. Ensures internal salary equity is maintained. Analyses compensation and assists with implementing and annually updating the compensation program. Conducts annual salary surveys and develops merit pool (salary budget). Rewrites job descriptions as necessary. Ensures job set up processes are in compliance with state and federal law and that job descriptions reflect responsibilities. Monitors the performance evaluation program and proposes any recommended changes.
- Responsible for policy and handbook change recommendations.
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow
- Maintains affirmative action program; Files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.

- Manages the recruitment process. Conducts recruitment efforts for all exempt and nonexempt personnel, students and temporary employees. Writes and places advertisements. Conducts new-employee orientations. Monitors career-pathing programs.
- Coaches and advises managers and employees on employee relations issues which include helping them understand and apply applicable labor laws and corporate policies and procedures. Coaches and assists managers in the proper completion of documentation, how to provide feedback to employees (both positive and corrective) when conducting performance evaluations, verbal and written warnings, and terminations. Advises managers on the proper procedure to handle an employee claim of harassment/hostile work environment.
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains company organization charts and employee directory.
- Evaluates reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Performs other incidental and related duties as required and assigned.

COMPETENCIES

- Human Resources Capacity.
- Ethical Conduct.
- Strategic Thinking.
- Leadership.
- Decision Making.
- Financial Management.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must

occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or GED Certification is required.
- Bachelors or Master’s degree within the field of human resources or human related field is required. Equivalent related work experience may be considered in lieu of a degree.
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact.
- CPR-BLS Certified

PREFERRED QUALIFICATIONS:

- Demonstrated PC skills in Word, Excel, and Microsoft Access.

Acknowledgment:

I have read the above Human Resources Generalist job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of IIH for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, IIH reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at IIH is “at will”, meaning that employment is for no definite period of time and may be terminated by me or IIH at any time and for any reason.

Employee Signature

Date

IIH Representative

Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Written Date	7/29/2017	Revised Date	1/8/2019
Reviewed Date	01/08/2019	Discontinued Date	
Approved By and Title: QAPI Committee			