



Human Resources Generalist

The purpose of the Human Resources Generalist position is to support the initiatives and lend overall support to multiple functions held within the Human Resources Department. Prior experience is a must.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews, tracks and documents compliance with mandatory and non-mandatory training.
- Maintains compliance with federal, state and local employment laws, regulations and postings.
- Manages unemployment claims.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits and leave.
- Familiarity with benefits and leave.
- Champion of employee reward and recognition program.
- Acts as a liaison between Human Resources and all other departments.
- May offer input to Director during performance evaluations or disciplinary situations.
- Administers new hire orientations or onboarding materials as a back up to the Coordinator.
- Performs administrative duties, such as maintaining employee databases, reports, compiling and distribution of materials, filing and other projects as assigned.
- Ensures smooth communication with employees and timely resolutions to their queries.
- May conduct interviewing, onboarding, stay and exit interviews.
- Lead and assist the DEI platform for the agency.
- May conduct or attend trainings to support agency vision.

KNOWLEDGE, SKILLS AND QUALIFICATIONS

- Four years college in a related field or equivalent work experience: preferably in a non-profit setting.
- Prior experience in HR.
- Bi-Lingual with Spanish/English
- Attention to detail and analytically driven
- Excellent verbal and written communication skills
- Service advocate
- Highest regard of confidentiality
- Self-motivated, organized and ability to work as part of a team
- Advanced computer skills, including, communication tools, payroll and human resources software
- Problem solving skills and resourceful thinking
- Ability to work with a diverse employment population

Job Type: Full-time
Department: Human Resources
Reports To: HR Director
FLSA Status: Exempt

Pay: \$55,000.00 - \$60,000.00 per year

Signature: _____

Date: _____