

JOB POSTING

Title: Human Resources Generalist
Hours: Full-time
Status: Exempt
Minimum Salary: \$52,700

JOB DESCRIPTION

TITLE:	Human Resources Generalist
DEPARTMENT:	Human Resources
DESCRIPTION DATE:	March 8, 2023
PREPARED BY:	Yolanda Rocio (HR Business Lead)
APPROVED BY:	Tracy L. Williams
REPORTS TO:	HR Director
SUPERVISES:	No
POSITION SUMMARY:	Provide HR support in areas to include recruitment (hiring and interviewing), onboarding, benefit administration, performance management and enforcing compliance with company policies, federal and state employment laws

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, facilitates, and implements all phases of the recruitment process
- Collaborates with department managers to identify and draft detailed and accurate job descriptions and hiring criteria
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization
- Assists with job posting and advertisement processes
- Screens applications and selects qualified candidates
- Schedules interviews; assists with preparation of interview questions and other hiring and selection materials
- Coordinates the interview process, participates in conducting interviews with managers, directors, and other stakeholders
- Collaborates with the hiring manager and/or other human resource staff during the offer process, to identify and recommend salary ranges, incentives, start dates, and other pertinent details
- Ensures compliance with federal, state, and local employment laws and regulations, and company policies
- Attends and participates in college job fairs and recruiting sessions
- Implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs

- Assists with the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Supports staffing and recruiting needs; develops and executes best practices for hiring and talent management
- Supports research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management
- Facilitates professional development, training, and certification activities for HR staff
- Support to implement HR programs from start to completion to meet deadlines, milestones and follow processes
- Apply change, risk and resource management principles, when needed
- Ensures HR operations and activities adhere to legal guidelines and internal policies
- Escalate to the HR Director any problems or potential problems
- Other duties, as assigned

REQUIRED SKILLS/ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.

- Demonstrates high level of professionalism
- Microsoft Office product experience
- Excellent organizational skills
- Exceptional oral and written communication skills
- Thorough knowledge of employment-related laws and regulations
- The ability to create and uphold an inclusive and equitable culture
- Experience working with diverse groups of individuals
- Ability to operate in a matrix environment
- Driver's license and insured vehicle
- Must have the ability to travel throughout southeast Wisconsin

VALUABLE COMPETENCIES:

- Great communicator - excellent oral and written communication skills

- Strong project manager - exceptionally skilled at juggling multiple tasks, allocating and optimizing resources, and managing timelines; manage a task from start to finish, and keep everyone appropriately informed
- Problem solver - solve a variety of problems; no task is too big or too small; think ahead, anticipate challenges
- Detail oriented - meticulously attentive to details, get it right the first time, and accurately keep track of all the moving parts
- Autonomous - do your job well without much supervision, but know when to seek guidance and comfortable taking initiative
- Service-driven - self-confident and assertive, approachable, and responsive; understand the mission, needs, and direction of the organization
- Organizational agility - collaborative work style, able to work across departments to get the results and support needed

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration, or related field and two years of general HR experience
- A minimum of one-year recruitment experience required
- Experience in job classification, compensation and benefit administration preferred
- SHRM-CP or SHRM-SCP highly preferred

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Noise level varies from low to high depending on the site/office
- Travel to appointments and meetings
- Duties may be accomplished with a combination of on-site and remote work

NOTE: *COVID-19 safe work environment accommodations are provided*

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

PHYSICAL REQUIREMENTS: 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:

- Frequently required to walk
- Frequently required to sit for long periods of time in front of computer screen

COMPENSATION PACKAGE: Full-time position, offering comprehensive health plan (medical, dental and vision), paid holidays and generous PTO.

HOW TO APPLY: Send cover letter, resume and salary expectations to: CV@ywcawis.org