

POSITION DESCRIPTION

Position: Human Resources Generalist
Program: Administration Status: Non-exempt
Reports to: Human Resources Director Date Revised: 11/2021

POSITION SUMMARY:

Under the general direction of the Human Resources Director, the Human Resources Generalist will administer the agency's human resources functions, including employment, employee relations, benefits and compensation related matters. The Generalist will work in conjunction with the Human Resources Director in advising management to meet the requirements of State and Federal law as it applies to employment. The Generalist will manage all worker's compensation claims and all employee leaves of absences.

OBJECTIVES/ACTIVITIES:

- A. Provide expertise in all areas of the agency's human resources functions in compliance with all federal, state, and local laws and regulations. Work in all human resource areas under the direction and supervision of the Human Resources Director.
1. Maintain and update all personnel and benefits policies in compliance with State and Federal regulations.
 2. Develop job classifications and job descriptions including clear goals and objectives.
 3. Promote effective operation of the Injury & Illness Prevention Plan and lead the Safety Committee monthly meetings.
 4. Coordinate and process all workers' compensation claims ensuring proper documentation and follow-up.
 5. Coordinate all employee leave requests including but not limited to, FMLA, PDL, CFRA, and personal leaves and ensure proper documentation.
 6. Provide technical assistance, oversight and guidance to management for all employee relations matters.
 7. Respond to questions regarding employee benefits including the retirement savings plan.
 8. Conduct new employee orientation meetings in Sacramento and/or Reno as needed.
 9. Manage all legal and compliance reporting including but not limited to EEO-1, California Pay Data, OSHA, and ACA 1094 and 1095 documents.
 10. Coordinate compliance with all EEOC, ADA, COBRA and HIPAA requirements.
 11. Manage the hiring process including recruitment, new hire documentation and criminal background clearance.
 12. Manage the employment termination process including employee notifications, COBRA requirements, exit interviewing, and proper documentation.
 13. Serve as representative for legal interactions as needed as they relate to labor and benefits related issues.
 14. In conjunction with the Human Resources Director, maintain the employee handbook and update annually or as needed.
 15. Assist with the maintenance of the annual employee performance evaluation system.
 16. Assist with the selection of employee insurance benefits and administration of the annual open enrollment.
 17. Other duties as assigned by the Human Resources Director.

- B. Contribute to the Human Resources workload to achieve established objectives of the department.
 - 1. Respond to personnel complaints and provides technical expertise.
 - 2. Backup and assist the HR Assistant with all data entry into the HRIS program.
 - 3. Identify resources necessary to attain performance standards.
 - 4. Assist with the development of staffing schedules in order to accomplish program objectives.
 - 5. Direct available resources as needed.
 - 6. Provide support to the HR team as needed.

- C. Promote training, development and motivation of staff.
 - 1. Lead in the recruitment, including pre-screening of candidates for the hiring of qualified employees for the organization.
 - 2. Assist with the establishment of goals and objectives for staff and evaluate achievements of established goals.
 - 3. Assist with orientation and training for new employees to assure quality work, taking corrective action as necessary.
 - 4. Assist with the coordination of all Human Resources training including sexual harassment.
 - 5. Provide support to managers and supervisors in developing corrective actions or performance improvement plans as needed.
 - 6. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for all personnel.

- D. Responsible for self-development.
 - 1. Continually learn and enhance technical and interpersonal skills.
 - 2. Attend all mandatory training as assigned.
 - 3. Schedule and attend all meetings as required.
 - 4. Join/participate in professional human resources organizations to keep updated on current laws and ordinances that may affect the agency.

- E. Disseminate information to staff and senior management on new developments and the status of activities as it applies to the overall company operations.
 - 1. Inform senior management of the status of potential workflow problems, allowing management to assist with workflow needs to meet program objectives and project future staffing needs.
 - 2. Communicate new and established human resources procedures and company policies to the supervisors and staff and insure proper implementation as needed.
 - 3. Assist the organization's management team by providing information and support for the development of quality operations as necessary.
 - 4. Maintain a professional working relationship with all employees.

EDUCATION AND EXPERIENCE:

A Bachelors Degree in Human Resources, business communications, or related field with a minimum of three (3) years of experience in human resources is required. Additional experience or PHR/SPHR certification may substitute for degree requirement. Must have knowledge of employment law, employee benefits, payroll, and compensation. In-depth knowledge in business fundamentals, operations and

principles providing an understanding of how Human Resources may influence the organization is required. The Generalist must be able to manage a Human Resources Information System (HRIS). Must be able to create worksheets, enter data and work with basic formulas within Microsoft Excel. Must have a strong organizational and communication skills. Ideal candidate must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, young adults, seniors, and persons with disabilities. Valid California driver license and ability to meet organization's insurance carrier guidelines required. Must have reliable transportation to visit programs. Must undergo a criminal background check.

SPECIFIC SKILLS REQUIRED:

Leadership skills
Excellent oral and written communication skills
Ability to work well in a cross-functional team environment
Ability to assist and motivate other people
Organizational skills
Analytical and decision making ability
Statistical and mathematical skills

PHYSICAL REQUIREMENTS:

Lift and move up to 20 pounds
Stand, walk and sit frequently
Climb stairs as needed
Bend and stoop occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are performed independently with direction from the Human Resources Director. Must be able to work independently and in a team environment toward attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

This position does not supervise; however, may be delegated the responsibility to oversee other staff members in the absence of the Human Resources Director.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with county/state/city and business entities, clients, and all levels of staff. The Human Resources Generalist is responsible for promoting company image and providing advice on company practices and procedures, while establishing and maintaining good working relationships with all staff, clients and business contacts. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

Substantial financial loss through loss of business contracts is possible. The Human Resources Generalist has authority to approve or deny exceptions within the approved policies and procedures as they apply to Volunteers of America, under the direction of the Human Resources Director. Responsible for actively participating in the development and adherence to program budgets.

NUMBER OF EMPLOYEES:

No employees report to this position.

This Human Resources Generalist job description does not constitute a written or implied contract and may be changed as business needs arise.

Indicate anything that would keep you from meeting the job duties as outlined above.

Employee Signature _____ Date Signed _____