



## **JOB DESCRIPTION**

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**Job Title:** Human Resources Generalist

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**Classification:** Exempt

**Reports To:** Chief Administrative Officer

**Supervisory Responsibility:** This position has no supervisory responsibilities but could serve as a coach and mentor for other positions.

**Summary/Objective:** The Human Resources Generalist helps with and facilitates the human resource process company wide.

**Essential Functions:**

1. Assist in development and implementation of personnel policies and procedures; maintains the employee handbook.
2. Create and review all corrective actions.
3. Present corrective actions with leadership to employees.
4. Guide and train leadership team on how to present corrective actions.
5. Lead employee investigations.
6. Create and implement employee education courses. Presentation to all employees as needed.
7. Manage new hire training requirements and annual training requirements.
8. Answer employee requests and questions relating to human resources.
9. Assist in benefit open enrollment process for all employees.
10. Track when performance reviews are due and load into HR system.
11. Complete yearly EEO report, transitional reinsurance, and end of year benefit census.
12. Assist Chief Administrative Officer in all other duties as assigned.

**Back-up to Benefit Specialist/duties to assist with:**

1. Input employee changes in HR system for payroll purposes; update payroll system as changes come through.
2. Maintain OSHA log and injury files.
3. Enroll, answer questions, and update all eligible employees for benefits. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
4. Enroll, update, and maintain all information for 401k/pension plan throughout the year.
5. Assist employees with FMLA/PFML paperwork, track leave and keep updated records.

6. Assist with processing of terminations, including removing from all HR/Payroll systems and completing and sending out pension distribution election forms.

**Back-up to HR Recruiting Coordinator:**

1. Assist managers in the recruiting process from start to finish, which includes posting jobs, screening applicants over the phone, setting up in-person interviews and creating offers to potential new hires.
2. Perform background checks, drug screens, set up new hire files, and onboard all new hires.
3. Post job openings with online job boards, on intranet, and website. Pre-screens resumes before sending to hiring manager/lead.
4. Assist and maintain all job descriptions.

**Competencies:**

1. Communication
2. Teamwork
3. Initiative
4. Ethical Practice
5. HR Expertise
6. Relationship Management

**Required Education and Experience:**

1. High school graduate or equivalent.
2. 3 years of experience in an HR role.
3. Ability to work well with physicians, employees, patients, and others.
4. Excellent knowledge of Word, Excel and PowerPoint.
5. Typing speed of at least 50 words per minute.
6. Knowledge of office management techniques and practices.
7. A good command of the English language, with exceptional grammar, spelling, and punctuation.
8. Knowledge of organizational policies, procedures, and systems.

**Position Type/Expected Hours of Work:**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm.

**Travel:**

May be required to travel in-between clinics for interviews, corrective actions, meeting, etc.

**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 regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.