



JOB DESCRIPTION

Title:	Human Resources Generalist	FLSA Status:	Exempt
Reports To:	Administrative Services Director		
Annual Hours:	25 Hours a week	Status:	Part-time

POSITION SUMMARY

This position is responsible for administrative oversight, leadership, planning, coordinating and implementation of human resources functions for the OPC. Administers a broad range of human resource management functions including, employment relations, staffing, compensation, employee benefits, policy and procedure development, training and development, performance management, personnel records, and workers compensation. Serves as a staff advisor to the Director and all Managers for all personnel matters.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides leadership in attracting, retaining and developing an engaged workforce for the delivery of superior services in support of the mission of OPC.
2. Recommends and reviews HR policies to ensure compliance with state laws, federal regulations, etc. and revises policies to maintain compliance. Researches and develops new policies as necessitated by changes in law or rules and regulations.
3. Researches best practices and recommends enhancements and modifications to existing processes to enhance efficiency and to support the OPC's mission and values.
4. Develops and implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, legal compliance.
5. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
6. Assists supervisors, managers, and directors in resolving complex, sensitive human resources problems. Assists managers in determining appropriate course of action. Facilitates pre-disciplinary meetings and performance improvement plans.

7. Performs internal investigations such as harassment, discrimination, or other violations of employment law and/or employee misconduct. Analyzes and evaluates information to make recommendations on the resolution of the situation.
8. Ensures fair and legally compliant recruitment and selection processes; prepares and maintains required documentation; administers applicant tracking.
 - a. Receives and reviews all employment applications, evaluating qualifications, and monitoring to assure adherence to personnel policies.
 - b. Prepares job postings and places notices in selected recruitment sources. Attends career fairs as required.
 - c. Conducts interviews, establishes interview panels; determines appropriate interview questions.
 - d. Performs background checks, coordinates pre-employment testing, and provides notification to applicants.
 - e. Identifies or develops, reviews, and administers tests and selection instruments, interprets and verifies results.
 - f. Completes written offer letters.
 - g. Conducts reference checks, verifies employment request from banks and other institutions. Conducts required background checks.
 - h. Assists with coordinating required pre-employment testing.
9. Oversees and conducts orientation, onboarding and exit processes to ensure smooth transition for new employees and provide feedback for organizational development.
10. Manages benefit enrollment processes for new hires, COBRA participants, annual elections and qualified status changes.
11. Manages the administration of the employee performance evaluation system.
12. Manages the administration of the OPC's classification system, including the development and revision of job descriptions and evaluation and placement of positions within classifications.
13. Administers and oversees compensation and benefit programs as instructed by the Director, in compliance with FLSA and related State & Federal laws and regulations.
14. Administers Family and Medical Leave (FMLA) qualifying other medical leave of absence programs; advises employees on their leave options and FMLA rights; receives and reviews FMLA paperwork, maintain all leave of absence records, and consults with managers regarding approval, delay, or denial of leaves in accordance with OPC policy and within applicable state and federal laws.
15. Submits and monitors Worker's Compensation and disability insurance claims with carriers; maintains claims related data for monthly, annual and periodic reporting purposes.
16. Communicates and consults with supervisor and employee regarding claim status during leave, anticipated return date, work restrictions, prospects for light duty, reasonable accommodation or other return to work measures.
17. Plans, organizes, and conducts HR related policy and procedure training programs.
18. Addresses issues and questions posed by general employees regarding interpretation of policies and related employment law, benefit programs and personnel management concerns; refers more complex legal issues to Director as appropriate.
19. Schedules and manages appointments and meetings; creates correspondence; and manages all personnel records.

20. Assists with employee engagement and recognition events sponsored by the OPC.
21. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in Human Resources Management, Industrial Relations, Public or Business Administration, Psychology or related field and three (3) years of progressively responsible related work experience.
- PHR, SHRM-CP, CLRP, IPMA-CP, or other professional human resources certification preferred.

OTHER REQUIREMENTS

- Must possess or obtain CPR/First Aid certification upon hire.
- Must successfully pass criminal background and caregiver check.

PREFERRED QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of human resource administration, including recruitment, employee development and performance management.
- Knowledge of Federal, State, and local laws, regulations, codes, ordinances, and legal precedents governing human resources administration, employee relations, and equal opportunity.
- Knowledge of recordkeeping, report preparation, filing methods and records management techniques.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Skill in managing multiple projects and prioritizing multiple tasks and demands.
- Knowledge and proficiency with Microsoft Office and related business applications.
- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.
- Ability to develop department goals and objectives and perform planning and budgeting functions.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Solid business acumen, management reporting, and problem-solving skills.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to communicate clearly and concisely in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Organizational and time management skills needed to meet deadlines.
- Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information in moderately loud conditions.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.
- Work is generally in a moderately noisy office setting (e.g. business office).

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name

Human Resources Generalist