|  |  |  |
| --- | --- | --- |
| Reports to: VP HR and Administration | | Direct reports: No |
| FLSA status: Exempt | Last revision date: November 2018 | Approved by: VP HR |

**Position Profile:**

The Human Resource Generalist performs duties in the following functional areas: employee relations, recruitment, retention, benefits management, compensation, performance review administration and training/development. This position requires an extremely perceptive person who is highly skilled at relating to individuals at all levels within the organization, balancing and supporting employee goodwill and business needs. This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department, as well as the general employee population.

**Work Responsibilities:**

General/Compliance:

* Administers various human resource plans and procedures for all personnel; assists in the development and implementation of personnel policies and procedures; maintains an awareness and able to interpret and communicate all policies included in the employee handbook.
* Participates in developing department goals, objectives and systems.
* Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
* Maintains compliance with federal, state and local employment and benefits laws and regulations.
* Maintains employee personnel files, I-9 files, medical files.
* Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
* Coordinates with payroll function to report employee changes or irregularities as needed. May be required to assist in time system records routing and approvals.
* Maintains position control via current organization chart.
* Responds to employee relation issues such as employee complaints, harassment allegations and civil rights complaints. Participates in employee-issue investigations.

Recruitment:

* Conducts recruitment efforts for all exempt and nonexempt personnel, including advertising/posting, candidate distribution, pre-screening, scheduling interviews and pre-hire candidate communications.
* Reviews applications to match experience with specific job-related requirements for distribution to department personnel
* Manages the pre-employment drug and alcohol screening process.
* Conducts new employee orientations
* Coordinates with department personnel regarding the engagement of temporary and contract personnel, assisting where needed. Tracks all temporary and contract personnel, submitting list to CFO on a routine basis. Assists in any conversions of temporary to permanent employee status. May be required to route temp agency invoices for approvals.
* Facilitate job description review and revisions of all vacant roles. Assist in overall job description accuracy and currency.

Retention:

* Handles employee relations counseling on variety of employee-based and company culture issues.
* Conduct post-hire 30-day interviews and ensure post-hire 90-day manager interview takes place on time.
* Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
* Maintains and coordinates employee recognition programs.
* Conducts and participates in employee training and development programs.
* Assists in the annual performance review process.
* Coaches, counsels and guides managers before executing employee disciplinary actions.
* Manages and tracks all employee disciplinary action. Serves as company witness to all involuntary separation meetings.

Benefits:

* Maintains an awareness of all benefit programs across all locations and able to assist employees with general benefit questions or assist employee with contact information directly to benefit carriers.
* Organizes and manages annual open enrollment communications and election process.
* Reviews benefits with employees and processes enrollment, cancellation and changes in Ease Central and in each carrier’s database.
* Verifies benefit billing accuracy and processes for payment.
* Communicates benefit eligibility information to employees, i.e. quarterly 401k enrollment dates, etc.
* Coordinates all COBRA-eligible employee with third party provider.
* Coordinates all FMLA and Short-term Disability leaves of absence.
* Maintains and processes all Unemployment Notices and potential charges in a timely, efficient manner. Attends unemployment hearings when necessary.
* Reports, maintains and monitors all workers' compensation case files; follows-up on open cases.

General Responsibilities:

* Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
* Maintain individual skills, keeping up to date with latest best practices, trends, concepts, and regulations in the specific job area.
* Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
* Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend work.

Performs other work as assigned.

**Minimum Qualifications**

* Bachelor's degree in human resource management or a related field or experience.
* At least three years of HR generalist experience.

**Computer and/or software qualifications:**

* Intermediate level of proficiency in Microsoft Excel, Microsoft Word, Outlook and Power Point
* Ability to operate office equipment such as copier, facsimile, and printers

**Preferred Qualifications**

* SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential.

**Core Competencies:**

* Ability to provide organization leadership, maintaining a pulse on employee culture and leading by example.
* Knowledge of general business principles and high acumen for human resources best practices and principles
* Ability to communicate and interact effectively with managers, co-workers, customers, vendor and other partners.
* Ability to diffuse and respond effectively to situations involving intense pressures and/or unpredictable persons.
* Ability to hone and present information – both written and verbal – appropriate for the audience and to the desired effect
* Ability to work effectively within a cross locational team environment
* Ability to deliver effective written and verbal presentations
* Ability to analyze complex information and develop plans to address identified issues.
* Ability to anticipate and diffuse problems before they occur.
* Skill in completing assignments accurately and with attention to detail.
* Ability to interpret and apply laws, regulations, policies, and procedures.
* Ability to process, maintain and protect employee and company confidential/proprietary information
* Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
* Skill in giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate

**Travel Requirement**: Up to 20%

**Working Environment and Physical Demands:**

* General office environment: Works generally at a desk in a well-lit, air-conditioned cubicle/office, with moderate noise levels
* Ability to sit for hours at a time, viewing computer monitor and using telephone on a constant basis; some walking and standing relative to interaction with other personnel
* Occasionally required to lift and/or move items weighing 10 – 15 pounds
* Occasional exposure to work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
* Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
* Periods of stress may occur