



Position Title: Human Resources Generalist

Date Modified: June 2022

Reports To: Head of School

Position Purpose: Serves as the human resources officer for the school

Work Hours: 7:30 a.m.–4:00 p.m.

Work Calendar: 12 Months

Description:

The Human Resources Generalist will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, onboarding, processing payroll, benefits, and leave, and enforcing company policies and practices. This position reports to the Head of Finance and is responsible for supporting the mission of the school through facilitating human resources processes.

This is a twelve-month position and the salary is commensurate with experience.

Duties and Responsibilities:

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with Division Heads to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to payroll, benefits and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required.

- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Develops contract terms for new hires, promotions, and transfers.
- Performs other related duties as assigned.

Required Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite, Google Suite, or related software.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least three years of human resource management experience preferred.
- SHRM-CP a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.