

Human Resource Generalist Job Description

Department:	Human Resources	FLSA Status:	Non-Exempt
Reports to:	Laura Miller, Director of Human Resources	Position Type:	FT
Location:	Milwaukee, WI	Travel Required:	5%
Updated By:	Laura Miller, Director of Human Resources	Updated Date:	12/11/17

Position Summary

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with the Director of Human Resources and executive leadership in supporting benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

Essential Duties and Responsibilities

1. Assist in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook, and the policies and procedures manual.
2. Performs benefits administration such as forms maintenance; employee/dependent benefit changes; reporting and communicating benefits information to employees and broker, plan administrator, and insurance companies; administer COBRA notice and collections.
3. Administers payroll and reporting results to director and leadership.
4. Conducts recruitment effort for non-exempt personnel to include completing phone interview, coordinating in-person interviews, completing reference and background checks, and writes and places advertisements.
5. Conducts new-employee orientation and maintains onboarding policy and procedures.
6. Administers employee surveys and compiles reporting and recommendations from results.
7. Participates in administrative staff meetings and attends other meetings and seminars.
8. Maintains performance management system and compiles reports from the database.
9. Administer corporate training in the agreed upon timelines (HIPAA, Harassment, etc.).
10. Maintains employee files to include auditing for completeness
11. Administers I-9 record retention requirements.
12. Maintains workplace poster compliance.
13. Maintains compliance with federal, state, and local employment and benefits laws and regulations.
14. Administers necessary corporate projects in the agreed upon timelines.
15. Other duties as assigned.

Preferred Education and Experience

- Bachelor's degree in HR Management or other business related discipline.
- 1-2 years of HR experience or business administration.
- SHRM Certified Professional (SHRM-SCP) or willingness and ability to obtain certification within 1 year of hire.

Competencies

- HR expertise.
- Respect and discipline for confidentiality.
- Cultural awareness.
- Proficient in Microsoft Office Professional.
- Clear and concise communication with superior written and verbal communication skills.
- Ability to interact with all levels of internal and external business partners.
- Detail oriented and produce accurate results.
- Manage and prioritize work effectively with minimal supervision.

Physical Demands

- Sitting for extended time periods (between 8-10 hours/day).
- Operate typical office equipment such as a computer, telephone, copy machine, etc.