Date Revised: August 2018

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| Job Title**:** Human Resources Generalist | **Classification Level: 6** |
| **Department:** Human Resources (HR) | |
| **Reports to:** Director of Human Resources | |
| **Directly Supervises:** Student Worker(s) | **FLSA Status:** full time, 12 month, exempt |

**PRIMARY PURPOSE OF THIS JOB:**

The Human Resources Generalist position coordinates all aspects of the University’s Human Resources responsibilities. The position supports a broad range of disciplines including benefits administration, recruitment, payroll, time and attendance, training, wellness, safety, ADP HRIS, and other human resources issues. The position helps maintain positive employee relations and works to ensure worker satisfaction through education of HR policies and by fostering a positive work environment, while maintaining confidentiality.

**ESSENTIAL FUNCTIONS: (other duties may be assigned)**

1. Serve as the primary contact to respond to and triage human resources matters. Provide support in carrying out the various functions associated with the human resources department.
2. Foster positive employee relations and work to solve any employee issues that surface or are brought to your attention. Establish and maintain relationships between the Human Resources Department and institutional departments to help facilitate the success of the University's mission and goals.
3. Under the lead of the Director of HR, assist all members of the Human Resources department in carrying out various human resources programs and procedures. Help ensure payroll processes are correct. Processes new enrollees and/or changes in benefits and verifies employee information; Assist with benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
4. Assist with recruiting for staff and faculty vacancies to ensure timely recruitment process; assist in posting vacancies on web, assist with background and/or reference checks, etc.
5. Manage ACT 153 clearance information for all volunteers, staff and faculty.
6. Manage invoices, submit purchase order requisitions, check requests, and monitor budget.
7. Assist in the development and implementation of personnel policies and procedures; prepare, distribute and maintain employee/university handbooks and policies.
8. Coordinate all HR functions including the University Holiday party, Service Awards dinner, and support any other special projects. Maintain human resource records and prepare correspondence as requested.
9. Respond to routine requests for HR information such as verification of employment, unemployment agency requests, and requests for data and procedural information from internal and external agencies and other organizations.
10. Maintain HR email, ADP, the Web Page, and MyMU for the Human Resources department.
11. Supervise student workers. Includes interviewing, hiring, and training student workers; planning assigning and directing work; appraising performance rewarding and disciplining student employees; addressing complaints and resolving problems.
12. Any other job duties as assigned.

**RELATED DUTIES:**

* Some evening and weekend work is required.
* Purge files annually.
* Order supplies.
* Uphold and promote the Mission and Philosophy of the University and the Sisters of Mercy.
* Preserve honesty and integrity in the professional affairs of the University; adhere to high standards of ethical practices and conduct.

**REQUIREMENTS:** *(Equivalent combinations of education, licenses, certifications and/or experience may be considered)*

**Education**

* Bachelor’s Degree in business or related field.

**Experience**

* One to three years of professional experience in human resources.

**Licenses/Certifications**

* None required.

**Work-Related Knowledge**

* Understanding and familiarity with web administration tools.
* Independent judgment and discretion are required to resolve nonroutine matters.

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**

* Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail.
* Someone who takes initiative and is self-directed and able to prioritize assignments. Must be able to get results and meet assignment deadlines.
* Must be computer savvy with proficiency in MS Office suite.
* Must possess a high-level of maturity and discretion. Identify problems, inform others, and provide information to assist with problem solving. Job requires being careful about detail and thorough in completing work tasks.

**Verbal Communication Skills**

* Use verbal skills to communicate with co-workers or customers.

**WrittenCommunication Skills**

* Complete and maintain documentation/records, to effectively convey ideas and information both in written and oral form.

**Math Skills**

* Addition, subtraction, multiplication, division, percentages, ratios.

**Computer Skills:** Required to successfully complete essential functions of the job.

* Database/Contact Management Software
* Internet and email
* Spreadsheet Software
* Word processing Software

**Tools & Equipment (Other than general office equipment):**

* General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.

* Coworkers within the same department
* Coworkers in other departments
* Mid-management level employees
* Customers of the organization
* Members of the general public

**MENTAL DEMANDS** typically required to perform the essential functions of this position.

* High Level of Record Keeping – Enter, transcribe, record, store or maintain information in written or electronic/magnetic form. (i.e., legal documents, blueprints, employee files, etc.)
* High Pressure for Results – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
* Independent Judgment and Discretion - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources. Ability to maintain confidentiality.
* Organize and Prioritize – Organize information, processes and/or prioritize work to meet demands/deadlines.
* Manage Multiple Projects/Tasks – Work on multiple projects/tasks concurrently, in order to meet varied deadlines.
* Respond to Angry/Upset Individuals – Appropriately respond to unpleasant, angry or anxious individuals as part of the job requirements.
* Read, Comprehend and Follow Instructions/Work Orders – Listen to and understand information and ideas presented through spoken or written form.
* Relate to Others – Regular day-to-day contact with internal/external customers. Possess and demonstrate excellent interpersonal relationship skills.

**PHYSICAL DEMANDS** typically required to perform the essential functions of this position.

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| **CONSTANTLY**  (more than 75% time on job) | **FREQUENTLY**  (25 – 75% time on job) | **OCCASIONALLY**  (up to 25% time on job) |
| * Ability to sit * Ability to communicate orally * Ability to hear conversation * Ability to operate a computer and other office equipment |  | * Ability to stand * Ability to walk * Ability to use both hands * Ability to lift up to 10 lbs. |

**WORKING CONDITIONS** under which the essential functions of this position are typically performed.

* This position typically requires work in a normal office environment.
* This position requires some evening and weekend work.

**PERSONAL PROTECTIVE EQUIPMENT** typically required to perform the essential functions of this position.

* This position typically does not require the use of Personal Protective Equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

***I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.***

Employee’s Signature: Date:

Supervisor’s Signature: Date:

**Human Resources Review**

Signature: Date: