

Innovative Services NW Job Description

Job Title: Human Resources Generalist



CLASSIFICATION: 01

HOURLY/SALARY RANGE: \$23.00 - \$26.00

REPORTS TO: PRESIDENT / CEO

EFFECTIVE DATE: 06.01.2020

SUMMARY: The human resource generalist is responsible for the administration of day-to-day human resource operations.

ESSENTIAL FUNCTIONS:

Recruiting/Hiring/Performance Management

- Develop and maintain job descriptions for all positions
- With the help of appropriate external sources, determine recommended pay ranges for all new or existing positions and provide to executive staff for approval
- Advertise job openings for new employees and perform initial candidate screening and interviews
- Conduct new employee orientation
- Manage employee performance review process with regard to timing and completeness

Benefits administration

- Monitor and improve employee benefit offerings to maintain competitive position
- Administer benefit enrollment for qualified new employees
- Administer annual health care and flex plan enrollments

Compliance

- Establish and maintain all official employee personnel files
- Administer Leave programs
- Develop and submit all required government reporting related to general agency operations
- Manage interactions with L & I, Safety Committee, Employment security claims etc.
- Secure all required documentation required from employees as required
- Responsible for all personnel policy development and presentation for approval; maintain the employee handbook
- Provide oversight to corporate harassment policy administration
- Administer maintenance of employee certification renewals
- Provide liaison services to employees with regard to personnel policies and questions and respond appropriately

Perform other duties and projects as assigned by the CEO and Executive Team

WORK ENVIROMENT: While performing the duties of this job, the employee regularly works in an office setting.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

POSITION TYPE AND EXPECTED HOURS OF WORK: This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.

AN EQUAL OPPORTUNITY EMPLOYER

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REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- Bachelors in Human Resources or like field of study
- Five years of paid employment experience in human resources field
- Able to work independently, multi-task, prioritize and meet deadlines
- Experience exercising sound judgement and complex decision making
- Must maintain the highest degree of confidentiality
- One year conducting and administering background checks
- Must be able to pass background criminal history

AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____