



## Human Resource Generalist

**Position Summary:** The HR Generalist is an essential member of our client support team. This position manages and administers the human resources program and processes for 4th Sector clients. The HR Generalist is also responsible for implementing a fully functioning HR program for start-up clients, improving current HR systems for current clients and providing innovative solutions to meet the needs of the growing and changing community that 4th Sector Solutions serves.

### **Reports To: HR Manager**

### **Essential Duties & Responsibilities:**

- Administers human resources plans and procedures for various client personnel; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbooks and policies & procedures manuals.
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees.
- Conduct an annual review of benefits packages and ensure continued competitiveness and attractiveness to employees
- Maintains Human Resource records and compiles reports from database. Maintain appropriate and current documentation for certifications if applicable.
- Serve clients and employees with best-in-class customer service, by handling day to day questions and helping resolve work-related problems.
- Manage effective and efficient HR systems to ensure the highest levels of compliance for all clients and their employees
- Responsible for all employee onboarding activities, all termination activities, and change of status forms with payroll. Serve as employee liaison to assist in problem resolution with issues related to benefit deductions and pay.
- Assist in communicating company policies and procedures. Promote understanding within the organization and across the client operations.
- Ensure compliance with applicable employment laws and regulations, including fingerprinting, background checks and employee terminations.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Maintains benefit and payroll reconciliations to minimize errors within client payrolls
- Maintains the HRIS or payroll systems that are available making the necessary changes when needed to each client assigned
- Other duties as assigned.

### **Supervisory Responsibilities:**

- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.

### **Required Skills/Abilities:**

- Excellent verbal and written communication skills.



- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Demonstrated ability to work under pressure and make deadlines.
- Demonstrated ability to work on multiple different clients in different states
- Demonstrates good judgment; approachable and professional; solid problem-solving skills; ability to handle multiple tasks; self-motivated; well organized.

**Education & Experience:**

- A bachelor's degree and five (5) years of Human Resources experience, OR A master' degree in Human Resources Management and three (3) years of experience in the HR field OR Any similar combination of education and experience.
- Professional in Human Resources (PHR), SHRM-CP, or SHRM-SCP certification preferred. If not currently certified, must be able to obtain it within one year of employment.

**Hours & Travel:** This position requires occasional travel determined by client needs.