

Job Title:	Human Resources Generalist	Status:	Non-exempt
Department:	Administration	Position Type	Full Time
Location:	Harrisonburg, VA	Travel Required:	As Needed
Training:	Role Specific	Reports to:	Human Resources Director

Job Description

ROLE

The purpose of this position is to support the Human Resources Director by administering the day-to-day activities in the following functional areas: compensation & benefits administration, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance. The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with all employees and management; serving as an employee advocate to foster effective employee relationships; and having the ability to maintain sensitive and confidential information. In addition, the human resources generalist will keep abreast of trends in human resources and maintain up-to-date knowledge of state and federal employment law and compliance requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborates with managers to develop effective recruitment strategies (reviewing and updating job descriptions, job postings). Performs hiring activities that includes conducting interviews, employment references, background checks and preparing offer letters
- Administers company benefits and advises employees and management on the interpretation of benefit policies, programs, and procedures: coordinates open enrollment, prepares census data and ensures compliance with COBRA, HIPAA and ERISA provisions
- Assists the human resources director with the annual review, preparation and administration of the organization’s wage and salary program; completes salary surveys; coordinates pay actions and associated correspondence with management and payroll.
- Recommends new approaches, policies and processes for continual improvements in efficiency of the department and services performed
- Develops and maintains the human resource information system to meet the organization’s needs; compiles and analyzes reports from the database
- Contributes to the development and implementation of human resources policies and procedures; responds to employee questions related to human resources policies and processes
- Maintains the employee handbook
- Creates and updates the human resources procedures manual
- Advises employees and management on questions and processes related to Human Resources policies, procedures, programs and issues.
- Assists the human resources director with training, performance management and other HR initiatives
- Participates in new employee on-boarding and orientation
- Responds to VEC requests, employment verifications, workers compensation claims
- Maintains employee personnel records
- Regular and reliable attendance is required
- Other duties as assigned by management

PREFERRED QUALIFICATIONS

- Bachelor’s degree in Human Resources, Business Administration or a related field
- 3-5 years of experience as a Human Resources Generalist
- Maintains up to date knowledge of state, federal, labor and employment law
- Excellent verbal and written communication skills

- HRMS/HRIS systems experience
- PHR or SHRM-CP certification preferred

PREFERRED SKILLS

- Ability to work independently and in a group setting

PHYSICAL REQUIREMENTS

- Must be physically able to work a minimum of 40 hours per week in the office
- Must be able to sit for long periods of time, which may include extensive use of personal computers and associated software.
- Must possess the ability to hear, see, and speak
- Must be able to stand, sit, walk, use repetitive small motor activity, use hands and fingers, and reach with hands and arms, stoop, and kneel
- Occasionally required to lift and carry up to 20 pounds
- Perform with a high-energy level and ability to handle stress-related situations on a daily basis
- Must have a valid state issued driver's license and have the ability to operate a vehicle
- Will be required to drive and travel unaccompanied in diverse weather conditions