

Title: Senior Human Resources Generalist

Division: Human Resources

Reports to: Director of Human Resources

Job Type: Exempt

Pay Grade: 7

Job Purpose

The Senior Human Resources Generalist will support the development, implementation, and administration of HR policies and procedures. In collaboration with the Director of Human Resources, the individual will assist in coordinating efforts in diversity and inclusion, recruiting, employee relations, and training, of staff hiring, training, of staff and will work to retain high-quality employees to support the mission and vision of the Agency. This individual will report directly to the Director of Human Resources for updates, progress, risks, and issues.

Duties and Responsibilities

- Supporting activities relating to implementation of the Agency's recruitment policy to attract top talent and retain a high performing workforce.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings. Ensuring hiring and employee related policies are fair, inclusive and promote diversity.
- Assisting in coordinating the implementation of employee training programs, diversity efforts and professional development programs.
- Aiding in the development of performance improvement plans and corrective actions notices and mediate as needed; attends and participates in employee disciplinary meetings, terminations, and investigations.
- Address and resolve employee concerns in accordance with applicable policies and employment laws.
- Fostering an environment of positive employee-relations.
- Attending recruitment events at local universities to attract students and new graduates to our open positions.

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, diversity, and employment law.
- Performs routine tasks required to administer and execute human resource programs including but not limited to diversity and inclusion, disciplinary matters; disputes and investigations; performance and talent management, and training and development.

*Performs other duties as assigned.

Supervisory Responsibilities:

- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- May assist with constructive and timely performance evaluations.

Qualifications

- Bachelor's degree in human resources or related field and/or demonstration of 5 years-work experience in Human Resources (preferred)
- SHRM-CP/PHR/SPHR certification (preferred)
- Experience using HRIS systems (Workday experience is a plus)
- Ability to work in a fast-paced environment with changing priorities.
- Familiarity with the adaptation or implementation of inclusive initiatives
- High degree of organization and ability to prioritize tasks, address concerns, and trouble shoot independently and proactively with a high degree of accuracy.
- Excellent verbal and written communication skills.
- Strong interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational and time management skills and attention to detail with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate when appropriate.
- Excellent people management skills
- Excellent mentorship and leadership skills

- Sound knowledge of federal and state labor laws for HR
- Ability to maintain files confidential records, such as employee records, contract negotiations, conflict resolution and any notes or information related to Human Resources, Employer and Employees.