



Human Resources Generalist

Full time

Summary of Position: Under general supervision of the HR Manager, provides support to the business in all aspects of HR, including recruitment and employment; compensation and benefits; automated and manual record-keeping systems; management education; training and development; employee relations; policy formulation and implementation; EAP; and performance development and evaluation programs are maintained in accordance with established laws, regulations, policies, and procedures. Maintains confidentiality of all privileged information.

Minimum Qualifications: Bachelor's Degree in Human Resources or related field plus three years progressive work experience in Human Resources. PHR or SPHR certification preferred.

Knowledge/Skills/Abilities: Knowledge of applicable federal, state, county and local laws, regulations, and requirements. Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems. Knowledge of EEO, ACA, HIPPA, COBRA, and other state, federal and tribal HR laws. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels. Ability to work effectively with individuals and demonstrate team-building skills with empathy and enthusiasm. Ability to maintain confidentiality. Ability to create and present effective speeches and presentations. Ability to analyze situations and adopt appropriate courses of action. Ability to make solid decisions and exercise independent judgment. Ability to be persuasive and tactful in controversial situations. Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements. Skill in coaching and consulting supervisory and management level employees. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.