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| POSITION TITLE: | HR Generalist    |
| FLSA:           | EXEMPT           |
| REMOTE:         | IN-PERSON/HYBRID |
| REVISION DATE:  | 08/24/2023       |

## POSITION SUMMARY

The HR Generalist will provide professional level human resources support for the agency in the areas of rewards and total compensation, benefits, leaves of absence, training, performance management, policy development, recruitment, and employee relations. The HR Generalist will promote Diversity, Equity, and Inclusion and a positive employee experience to help maintain an engaging work environment and culture.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

Promote the agency's Diversity, Equity, and Inclusion strategies and goals. Champion DEI efforts in hiring, onboarding, employee development, performance management, employee engagement, and retention.

Assist in the development and implementation of human resources policies and procedures and maintain the employee handbook. Organize, track, and archive policies and procedures for the organization.

Partner with the HR Director to lead the benefit renewal process, analyze current benefits, evaluate the use, service, coverage, effectiveness, cost, plan experience, and competitive trends in benefit programs.

Perform benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees. Oversees Health Benefits Open Enrollment and monthly benefit enrollments for new hires and change requests.

Oversee the integration of the agency's retirement and benefits plans with the Human Resource Information System and payroll.

Participates on the agency's Safety Committee. Oversees Worker's Compensation claims and OSHA logs. Pulls quarterly reports and OSHA data as needed.

Maintain the organization's compensation structure and job descriptions. Assists managers with updates to their job descriptions to ensure consistency and internal equity. Assist in the development of a position review committee. Perform job evaluations and FLSA classifications. Conduct salary and labor market research to define benchmarks and keep abreast with new trends and best practice in the field.

Assist the HR Director in administering leaves of absences including, long-term disability, FMLA, and parental leave.

Respond to State Unemployment Insurance claims.

Conduct periodic audits, prepare, and present reports. Assist in the preparation of Performance and Quality Improvement metrics and reporting.

Coordinate organization wide training opportunities. Develop and facilitate human resources specific training and support materials for managers and employees. Conduct annual benefits open enrollment training.

Maintains memberships and affiliations with trade/professional organizations related to industry.

Performs other duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- **CSS's Mission, Vision, Impact and Values:** Actively support CSS's mission, impact statement, vision and values.
  - **Mission:** We compassionately serve the poor and those in need, strengthen individuals and families, and advocate for social justice.
  - **Vision:** Catholic Social Services fulfills the social teachings of the Catholic Church through our efforts to mend the holes in society's safety net, alleviate suffering, and promote social change by meeting basic human needs and offering thoughtful opportunities for life-changing growth.
  - **Impact Statement:** Transition individuals and families to permanent stability.
  - **Values:** Aligns actions around organizational values of treating everyone with compassion, dignity and respect, displaying personal integrity, exhibiting a collaborative spirit and giving priority to organizational mission, vision and values when making decisions.
- **Accountability:** Takes ownership for delivering on commitments; owns mistakes and uses them as opportunities for learning and development; openly discusses his/her actions and their consequences both good and bad; has an ability to identify strengths and developmental opportunities and leverages insight to adjust to improve their effectiveness; courage to have difficult conversations.
- **Adapting to Change:** Accepts and adapts to change in a professionally appropriate and thoughtful manner. Is willing to offer a different perspective or approach and yet knows when and how to stand down graciously and accept a well-thought-out decision. Embraces change.
- **Confidentiality:** Maintains the highest level of confidentiality regarding CSS's records and information. Appropriately uses internal confidential information for business purposes only. [OBJ]
- **Communicating Effectively:** Shares information. Listens and involves others. Clearly conveys ideas in a manner that engages others and helps them understand and retain the message.
- **Cultural Competence:** Demonstrates cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers.
- **Decision Making/Judgment:** Approaches problems and decisions methodically and objectively; involves others as needed; uses sound judgment in making decisions and understanding the impact to themselves, customers, their team, and the organization; conducts the appropriate analysis to identify the symptoms and root cause of issues; makes timely decisions.
- **Delivering High Quality Work:** Makes sure responsibilities central to the role meet all requirements and expectations. Finishes tasks promptly and critically reviews work to ensure quality and accuracy. Considers impact of work to others and takes steps to mitigate.
- **Results Orientation:** Is focused on outcomes and accomplishments; follows through on commitments; can be counted upon to successfully execute on goals; motivated by achievement and a need for closure; has an attention to detail and is both efficient and effective in achieving a high level of measurable outcomes; persists in achieving goals despite obstacles.

#### QUALIFICATIONS:

The ideal candidate will bring most of the following qualifications and skill sets:

Passion for the mission, values, and work of CSS. The ability to integrate hard work and fun, be collaborative, optimistic, creative, energetic, and adaptable.

**Bachelor’s degree** in human resources, marketing, business, communications, or related field. Four (4) years of experience may be substituted for the required education.

**Four (4) years of human resources experience is required.** Additional education or other relevant experience may be substituted for the required experience.

A relevant combination of education and experience may be considered.

SHRM or HRCI certification or equivalent preferred.

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| _____<br><i>Employee Name</i>                  | / | _____<br><i>Employee Signature</i>        | _____<br><i>Date</i> |
| _____<br><i>Supervisor Name</i>                | / | _____<br><i>Supervisor Signature</i>      | _____<br><i>Date</i> |
| _____<br><i>Human Resources Representative</i> | / | _____<br><i>Human Resources Signature</i> | _____<br><i>Date</i> |