

POSITION DESCRIPTION

Position: Human Resources Generalist
FLSA Status: Non-Exempt
Grade Level: 9, 10

Position Overview

The HR Generalist position serves under the immediate supervision of the Director of Human Resources. This role will be responsible for supporting various HR functions, as well as coordinating, developing, and conducting HR-specific training programs and initiatives.

Essential duties and responsibilities:

Onboarding and Orientation

- Assist in the development and implementation of onboarding processes for new hires
- Conduct orientation sessions to introduce new employees to company policies, procedures, and culture expectations
- Provide ongoing support to new employees to ensure a smooth transition into their role, also to include any necessary follow-up with the new employee and/or direct supervisor

Employee Development

- Assist in the creation of employee development programs, including mentoring initiatives and career development plans
- Assist in the development of performance management processes, including goal setting, performance evaluations, and development planning
- Provide guidance and support to employees seeking professional development opportunities

HR / Benefits Administration

- Assist with various HR administrative tasks, including maintaining employee records, processing documentation, and responding to inquiries
- Support recruitment efforts by posting job vacancies, screening resumes, and scheduling interviews as needed
- Help ensure compliance with all relevant labor laws and regulations
- Assist with administration of all Leave of Absence (LOA) programs, i.e., FMLA coordination and tracking, short-and long-term disability coordination,
- Coordinate and interact with third party administrator's
- Worker's Compensation coordination and record keeping
- Assist with annual employee open enrollment, benefits coordination, and answering questions from employees

Talent Acquisition and Retention

Assist and coordinate efforts relating to interviewing, screening, onboarding, and retention of talent

Training Coordination

- Collaborate with department managers to identify training needs and develop training programs to address those needs
- Coordinate logistics for training sessions, including scheduling, booking specifics, and arranging necessary materials
- Facilitate training sessions when required, ensuring engaging and effective delivery of content
- Evaluate training programs to measure effectiveness and make recommendations for improvements



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- Must present professionalism and a high level of respect and integrity in all job duties. Must have a courteous and friendly attitude with members, supervisors and co-workers is required.
- Demonstrated success and sound judgement with HCU principles, support and analytical skills
- Ensures that the Branch image is favorable, reflecting a sound and secure financial institution that employs prudent housekeeping procedures, safety measures, and provides a pleasant atmosphere for members, including privacy, confidentiality, and ease of use.

- This position will be required to travel to other branch offices, as needed

- Other duties as assigned by direct manager or senior level staff, as determined by fluctuating business needs.

Minimum Requirements:

- Associate's degree in Human Resources, Business Administration, or related field
- 3 – 5+ years related experience, or equivalent combination of education & experience
- The ideal candidate will possess strong interpersonal skills, a passion for employee development, and a keen attention to detail

Competencies:

Language: Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence.

Mathematical: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. Required to sit, stand, walk, stoop, or kneel. Ability to use hands and fingers.

May be required to lift and/or move up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee printed name and signature

Date

Direct Manager printed name and signature

Date