

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Human Resource Generalist	Grade: 7	
Reports To: Director of Administration	FLSA Status: Exempt	
Supervises: None	Date Written:	Date Revised:
	10/4/19	

POSITION SUMMARY:

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with other members of the HR team supporting the overall mission of the organization. This position carries out responsibilities in the following functional areas: training and development, orientation, benefit administration, employment law and compliance. This position supports the Director of Administration with ensuring smooth and efficient business operations.

DUTIES AND RESPONSIBILITIES

- Organize and manage new employee orientation, scheduling and facilitating a smooth new hire process to ensure an exceptional first day experience
- Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations
- Assist in administering benefits, compensation and employee performance programs
- Assist with legal compliance of HR State and Federal regulations and applicable employment laws, update policies and procedures as required
- Participate in development of HR objectives and systems, including metrics, reporting, etc.
- Auditing personnel files for accuracy and compliance
- Assist with talent acquisition and recruitment process for higher level positions
- Reconcile and validate data entry to ensure data integrity.
- Assist with managing employee engagement activities, monitoring company morale

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Bachelor's Degree in Human Resource Management, Master's Degree preferred.
- PHR Certification required
- 3-5 years human resource experience
- HRIS experience, preferably ADP
- Be responsible for own professional development

- Respond to agency needs by performing assigned tasks which do not fall within the above description. If such tasks are not of a temporary nature, they shall be added to this job description.

Skills/Knowledge:

- Demonstrated knowledge of the human resource field
- Knowledge and ability to assist in developing compensation systems, salary analysis
- Understanding of state and federal employment regulations; best practices
- Understanding of personnel and compliance records management
- Strong analytical and problem solving skills
- Excellent written, verbal and interpersonal communication abilities
- Ability to maintain a high level of confidentiality
- Proficiency with Microsoft Office
- Ability to assess staff to develop and present training modules
- Must have high initiative, integrity, and strong work ethic
- Excellent time management, organizational skills

Physical Demands:

- Required to frequently sit, stand, and walk for extended periods

Environment and Scheduling:

- Work is performed during standard business hours, Monday through Friday
 - Must be flexible and available to work additional hours when necessary
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