



Job Title: Human Resource Generalist

FLSA Status: Exempt

Department: Finance

Grade: 8

Accountable To: Finance/HR Director

Summary of Position

This position is responsible for performing a variety of human resources functions including updating and maintaining the human resource information system; administration of employee benefit programs; providing employee relations support and providing administrative support to the Finance/HR Director, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance/ HR Director.

Essential Functions

- Updates and maintains human resources information system including organizational structure information, employee master data (work schedules, wage rates, personal information, health and dental insurance benefits).
- Maintains personnel files for employees; completes employment verifications including background checks of current and prospective employees.
- Maintains training, certifications and licensure records for employees; assists in coordination and scheduling employee training and development programs.
- Prepares and maintains annual salary and fringe benefit information.
- Maintains and updates classification specifications and job descriptions.
- Administers the employee leave of absence process; provides leave and FMLA forms and monitors leave status, updates leave workbench as necessary.
- Completes various forms and reports such as unemployment, EEO-4, affirmative action, employment and credit verifications; responds to survey and data information requests; prepares reports related to human resources issues.
- Explains policies, procedures, and instructions in response to staff inquiries.
- Assists and advises the Finance/HR Director regarding human resource issues; recommends new approaches, policies and procedures to improve efficiency of the human resource programs and as necessitated by changes in law or regulations, participates in planning and strategies related to human resource issues and functions.
- Develops forms and maintains policy and procedure manuals.
- Assists in policy research and development; assists in researching resolutions for employee grievances and employee concerns; recommends language changes for the employee handbook.
- Provides recruitment assistance
- Provide new employee on-boarding
- Attends training and educational programs, conferences, seminars and meetings on human resource issues.



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- Provides back-up support to the Accountant and Administrative Assistant in rare instances.
 - All other duties as assigned.

Essential Competencies

Communications - Must have the ability to effectively communicate clearly with English both written and verbally to successfully represent the organization to clients, consultants, and vendors. Must be able to actively listen to develop solutions and positively communicate the recommended solutions.

Decision Making - Must act in a decisive manner, using good judgment. Must be able to understand the request or situation, effectively obtaining additional information to develop solutions, assess the various implications, and provide strong recommendations. There are differing levels of independence. Make sure you have a clear understanding of your manager's expectations.

Interpersonal Relationships – The ability to work collaboratively with co-workers and members is essential. Must be consistent and ethical in working with everyone excluding personal biases. Must be sensitive to others' concerns whether directly or indirectly impacted. Must strive to promote a cooperative and positive atmosphere within the organization and with our members with diplomacy and tact. Must have the ability to accept constructive criticism.

Quality of Work – LOGIS strives to be a high performing organization. Must be able to produce high quality results within the required parameters to assist the employees and management in achieving goals.

Technical Knowledge - Must have strong communication skills, both written and verbal, and strong organization and facilitation skills. Must exhibit an exceptional level of analytical skills to analyze and formulate solutions.

Physical - Must have ability to read and discern visual images on a variety of media. Must have the ability to remain seated or stand at the same workstation for up to 8 hours at a time with appropriate breaks within that period. Must have the ability to utilize various forms of media and technology.

Required Education and Experience

- Bachelor's degree in Human Resources preferred or equivalent experience in the field in conjunction with the SHRM-CP or SHRM-SCP certification.
- Five plus years of work experience in Human Resources, and various database programs.



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- Knowledge in the areas of payroll processing, various benefit programs and insurance programs.
 - Extensive knowledge and experience with HIPAA and FMLA preferred

Access to Non-Public Data

This position may have access to non-public internal and external data as part of work assignments. Please refer to the Employee Handbook for details in managing and releasing data. In addition, if at any time you are unsure, discuss the situation with your manager for approval prior to releasing any data.

Members' Data

The position may have access to any and all of our members' data as required by work assignments. This data should only be used and/or released to our business partners as required for LOGIS to provide service to the member. This is their data and dissemination is controlled by them. If you have any questions discuss the request with your manager.

BCA Requirement

All LOGIS positions require compliance with BCA regulations with regard to an employee's criminal history. As such, LOGIS reserves the right to verify employee criminal history as needed to ensure compliance.