



NOTICE OF JOB VACANCY

JOB TITLE: HUMAN RESOURCES GENERALIST

LOCATION/DEPARTMENT: HUMAN RESOURCES/ADMINISTRATION

HOURS: 8:30 a.m. – 5:00 p.m.

JOB DUTIES

Responsible for Human Resources functions relating to Compensation, Employment Services, Employee Development, Employee Relations, Benefits, Safety, Compliance, and assist with the implementation of a new HRIS system. Must have ability to make recommendations and effectively resolve problems using judgment consistent with standard practices, policies, procedures, regulations and government law. Assist with the evaluation of existing benefit programs and proposes changes, as well as develops new programs. Administer 401 (k) plan and provide effective, innovative and practical human resources programs for the organization. Serve as Human Resources advisor and liaison to management to plan, organize, research, implement and evaluate programs. Evaluate reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed. Plan, coordinate and conduct studies of existing workforce and recommends training or development requirements to meet existing and future workforce needs. Plan, develop, coordinate and administer policies and programs for human resources. Develop and maintain an inventory of employee skills and an employee succession-planning program for demand and availability forecasting and operational baseline planning. Plan, design and present human resources development programs, processes and systems. Administer policies and procedures governing the Code of Conduct, Employee Relations, and Customer Relations. Maintain professional and technical knowledge of human resources development and techniques. Develop and maintain human resources and training manuals not limited to other training aids and equipment. Develop, implement and maintain policies and procedures; contributes to team efforts. Review and analyze the effectiveness of current programs; recommending improvements to the policies and procedures relating to the programs. Research best practices in human resources utilizing various search engines and other resources to integrate into employee programs and processes; gather data to identify the transferable knowledgeable and skills needed by employees. Responsible for the design, communication and administration of the wage and salary programs. Conduct and measure the quality and effectiveness of various programs and customer service. Keep abreast of federal, state, and local compensation and human resources laws and regulations in order to ensure compliance. Investigate employee relation issues, including the development and implementation of a resolution based action plan.

MINIMAL REQUIREMENTS

Bachelor's degree in related field and five years Human Resources experience. Communication and presentation skills, strong interpersonal, analytical and organization skills, negotiation and influence skills to manage delicate issues, proficiency in MS Office and spreadsheet applications and experience with HR systems. Background in employment law and other government compliance regulations. Ability to objectively coach employees and management through complex, difficult, and emotional issues. Must have the ability to make recommendation to effectively resolve problems or issues, by using judgment that is in consistent with standards, practices, policies, procedures, regulation or government law. Ability to organize and prioritize work. Experience with corrective action, and employee counseling. Knowledge of Federal, State And Local laws including leave, compensation & benefits laws. Must be computer literate and understand human resources information systems. Ability to maintain the highly confidential nature of human resources work. Must be capable of developing, conducting and measuring program effectiveness. Ability to travel and work flexible hours.

DESIRABLE: Master's degree in related field and PHR/SPHR certification.

TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER AND SALARY REQUIREMENTS TO:
EMPLOYMENT@WELLPLAN.COM CLOSING DATE: 05/06/2017