

CRIME VICTIM SERVICES

HUMAN RESOURCE GENERALIST JOB POSITION DESCRIPTION

LOCATION: Allen County

EMPLOYMENT STATUS: Full-time

CLASSIFICATION: Exempt

POSITION REPORTS TO: Executive Director

POSITIONS SUPERVISED: Interns, Volunteers and Clerical staff as assigned

POSITION PURPOSE

The Human Resources Generalist is responsible for the HR and Payroll programs and policies, which include all relevant administrative and legal policies, employee relations management, staffing, payroll processing including associated tax filings, and employee benefits and compensation. This individual will assist with development and implementation of organizational policies and procedures and provide professional recommendations and direction to management concerning personnel or payroll matters.

GENERAL RESPONSIBILITIES

- Maintains a thorough understanding of employment and payroll regulations, applicable laws and legislations pertaining to all personnel and payroll matters, industry trends, current practices, new developments, and various federal and state requirements. Enforces adherence to requirements and advises management on needed actions.
- Partners with directors to drive recruitment strategies and processes including screening candidates, participation on interview panels, job postings, employment offers, effective utilization of the internship program, ensuring successful new employee orientation / onboarding and integration of new employees.
- Directs the identification and implementation of personnel and payroll policies and procedures that comply with statutory regulations. Prepares and maintains employee handbook and policies and procedures manual.
- Coaches directors and employees through complex, difficult and sometimes emotional issues and victim related secondary trauma, assisting them in problem resolution and healing.
- Manages and prepares payroll, and files payroll taxes and reports. Assists with financial audits related to pay records and associated general ledger.
- Conducts trainings, or ensures directors are trained, in areas such as interviewing, coaching and corrective action, wage and hour, terminations, performance review, and all areas of personnel and payroll management.
- Establishes investigation methodology and facilitates the resolution of employee relations and harassment issues / complaints. Conducts effective, thorough and objective investigations and provides resolutions.
- Oversees the administration and communications of benefits programs, systems and processes. Reviews benefit plans and researches and analyzes alternatives or additions when feasible.
- Originates and maintains required personnel and payroll files and records on a current basis. Maintains HRIS and Payroll system records and compiles reports from the database.

- Develops Attendance and Punctuality policy / program, including tracking and recordkeeping tools for directors.
- Oversees the compensation program, including geographical salary research. Monitors the performance evaluation program and revises as necessary.
- Administers workers' compensation and unemployment claims and maintains related documentation and files.
- Analyzes data and makes recommendations for continuous improvement; administers the Exit Interview process.
- Performs other related duties in order to promote and further the effective operation of Crime Victim Services

WORK ENVIRONMENT

The employee: works with and around chemicals found in an office environment; ascends or descends stairs; has contact with potentially violent or emotionally distraught persons; may periodically be exposed to chemicals/fumes from cleaning products and/or paint products.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to speak or hear, stand or sit for long periods of time, open filing cabinets, walk, stoop or bend, use hands to handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds and complete tasks requiring manual dexterity. May be required to travel to/from meetings while exposed to outside environment. Ability to drive a vehicle for travel is required for the position.

QUALIFICATIONS

Bachelor's Degree in Human Resources, Business Administration, or related field and minimum of 5-7 years of Human Resources Generalist experience, or equivalent combination of education and experience, required. PHR, SPHR, SHRM-CP or SHRM-SCP Certification a plus.

Knowledge of: agency policies and procedures; national standards for victims assistance and applicable ethical standards; public relations; community resources and services; agency outcome and quality measures; social services policies, programs, rules and regulations; office practices and procedures, and issues and needs of victims with disabilities.

Skill in: typing; word processing; computer operation, including working knowledge of database software and web sites; use of modern office equipment; motor vehicle operation.

Ability to: adhere to national standards for victims assistance and applicable ethical standards; carry out instructions in written, oral, or picture form; deal with variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; use public speaking skills; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; copy records precisely without error; complete routine forms; prepare routine correspondence; prepare accurate documentation; write and/or edit documents for publications; use proper research methods to gather data; communicate; respond to routine inquiries from public and/or officials;

prepare and deliver speeches and; work alone on most tasks; answer routine telephone inquiries; develop and maintain effective working relationships.

Licensure or Certification: Valid Driver's license, proof of insurance and pass a variety of criminal and civil background checks. Attain and maintain Ohio Advocate Network registration and / or National Credentialing as soon as eligible.

The above statements are intended to describe the essential functions of the job and the qualifications of the person assigned to it. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements. Reasonable accommodations may be required to assist individuals with disabilities.

This job description does not constitute a contract of employment. Employment is "at will" and may be terminated at any time.

Reviewed By: Employee's Signature

Date

Approval: Supervisor's Signature

Date