

CRIME VICTIM SERVICES

HUMAN RESOURCES GENERALIST

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. This position reports to the Executive Director.

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 Leadership 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.
- 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.
- Coaches directors and employees through complex and emotional issues and secondary trauma, assisting them in problem resolution and healing.
- 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.
- 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.
- Performs other related duties in order to promote and further the effective operation of Crime Victim Services

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, desired.