



**JOB TITLE:** HUMAN RESOURCES GENERALIST  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Finance  
**DIRECT REPORT:** Chief Financial Officer

### **POSITION OVERVIEW**

The Human Resource Generalist will assist in the daily functions of the Human Resource department including recruiting and hiring staff, benefit administration, managing employee leaves, and implementing and enforcing company policies and practices. This position will provide functional expertise in administration and coordination of HR systems, employee relations, regulation compliance, and all areas of human resources as required to support business operations.

### **ESSENTIAL FUNCTIONS**

- Assist in communicating company culture, values, programs, policies, and procedures to employees
- Work with managers to conduct all aspects of recruiting and staffing logistics and manage the companies recruiting processes and procedures including: review and coordination of job postings, applicant pre-screening, coordinating the flow of applications to various departments, participation in interviews as needed, and conduct reference checks
- Conduct new employee orientations/onboarding
- Maintain personnel files in compliance with applicable legal requirements
- Assist with benefits administration
- Manage employee leave administration and maintain continuous knowledge and expertise on all federal and state leave requirements
- Keep current on knowledge of federal and state employment regulations and make recommendations for updating policy and systems as required
- Participate in developing new approaches, systems, and procedures to effect continual improvements to efficiency of department and services performed
- Conduct HR related studies and prepare reports as needed for Executive Management
- Recommend ways for the company to improve employee relations
- Work with CFO in creating department budget
- Assist with maintaining Human Resource Information System records and compile reports from database
- Conduct exit interviews and analyze data to make recommendations for corrective action and continuous improvement
- Facilitate and/or provide training to the workforce as needed
- Assist in other company programs and events as needed
- Other duties as required

### **REQUIREMENTS**

#### **EXPERIENCE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have the ability to perform these functions and have at least 4 years' experience in these areas:

- Full understanding of Labor Law and employment regulations
- Knowledge of HR functions and best practices
- Strong business acumen
- Excellent written and verbal communication skills and ability to build rapport with all employees

- Effective conflict management skills
- Strong computer literacy with solid capability with MS Office and related HR software
- Excellent organization and record keeping skills with strong attention to detail
- Ability to comfortably work under pressure
- Strong decision-making and problem solving skills
- Excellent written and verbal communication skills
- Intermediate math skills

Reasoning Ability:

- Ability to quickly learn processes and develop skills required
- Must be a self-starter
- Must have a high sense of logic and understanding of internal systems
- Ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulations or government laws

**EDUCATION**

- Bachelor's degree in Human Resource Management preferred (may consider relevant work experience in lieu of degree)
- Minimum 4 years' related experience or training, with proven success (or equivalent combination of education and experience)
- HR Certified Professional preferred

**WORK ENVIRONMENT**

- Glare from computer screen
- Frequent interruption
- Sitting at computer for lengthy periods of time: up to 8 hours per day
- Walking to various locations within the park: some
- Strong attention to detail
- Repetitive motions from typing; working with files: up to 8 hours per day

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.