



## ***Human Resources Generalist - Position Description***

### **POSITION SUMMARY**

Implements human resources programs by providing human resources services, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, employee relations and retention, and regulatory compliance.

### **ESSENTIAL FUNCTIONS**

- Develop, generate, update, and maintain Human Resources Department records and files to include, but not limited to, current and terminated employee files, answers inquiries and provides information to authorized individuals, tracks performance reviews, salary and title changes.
- Coordinate unemployment and workers compensation filing activities, including responding to claims and representing the Credit Union at hearings and filing unemployment claims.
- Recruit, review/screen applications for relative work/education experience, conduct interviews over the telephone and in person, complete background checks, and test qualified applicants. Work directly with the hiring manager and coordinate their orientation. Prepare and administer new employee orientation packets
- Administration of compensation and benefit programs/plans to include: enrollment and termination of participants, explanation of plan benefits, plan notifications, plan filings, and plan negotiations.
- Administration of Employee Handbook, human resources policies, procedures, and practices in accordance with stated company objectives and federal and state legal requirements.
- Support Management regarding HR related employee activities including but not limited to promotion, transfer, disciplinary action, termination, and exit interviews.
- Make recommendations, coordinate and administer employee-relations programs. Encourage continuous learning among all team members by administering educational opportunities
- Investigate and respond to all complaints of discrimination and/or harassment.
- Identify potential employee-relations issues and make recommendations to management.
- Develop human resources solutions by collecting and analyzing information; recommending courses of action.
- Complete special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Protect organization's value by keeping information confidential.
- Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Strive to create a positive, results-oriented culture.
- Assist in developing annual HR budget. Record and report expenses
- Ensure all personnel actions are supported by proper documentation (i.e. FMLA, ADA, EEO, OSHA, Fair Labor, etc.)
- Perform other duties as assigned.
- Mandatory compliance of all BSA/AML regulations, forms and procedures:
  - Maintain awareness of and report suspicious activity.
  - Complete annual BSA training.
  - Notify the Compliance Officer of any substantive discrepancies.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Our mission and values.
- All applicable state and federal regulations.
- TOPCU's policies and procedures.
- Working knowledge of all areas of your responsibility.
- Microsoft (Word, Excel, Power Point), Windows and all programs/software applicable to department.

### Skills:

- Excellent verbal and written communications.
- Strong conflict-management skills.
- Strong listening skills.
- Solid business management skills, organizational skills, and math skills.

### Ability to:

- Mentor and coach.
- Work in a fast-paced, highly motivated atmosphere.
- Confront difficult issues head on and find positive solutions.
- Establish and maintain focus on long-term vision.
- Organize projects, prioritize workflow, and complete multiple tasks simultaneously and accurately.
- Work well with senior management, staff, and vendors.
- Challenge the process, peers and those with a higher level of authority.

## MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- Bachelor's degree in Human Resources Management or related field
- Two years of similar work experience in personnel administration, compensation, benefits, training, payroll, and employee relations

### OR

- Four years related experience; or
- Equivalent combination of education and experience

## PREFERRED EXPERIENCE

- Use of ADP Software including Pay Expert, Time & Attendance, EzLabor

## PRE-EMPLOYMENT

Pre-employment Credit Check: Yes

Pre-employment Bondability Check: Yes

Pre-employment Drug Testing Required: Yes

Pre-employment Background Required: Yes

<b>Reports to:</b> President/CEO	<b>FLSA:</b> Salary - Exempt
<b>Location:</b> Main Branch	<b>Status:</b> Full-Time
<b>Reviewed:</b>	<b>Created:</b> 7/2017
<b>Supervises:</b> N/A	

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
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Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit				X
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color		X		
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				X
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				X
Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes				X
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			

	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

### Physical Requirements Checklist

- SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This position description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. Any one position may not include all of the duties listed, nor do any listed examples include all tasks, which may be found in positions of this class. This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*