



JOB DESCRIPTION: HR Generalist

Job Title:	HR Generalist	
Department:	Fiscal	
Reporting to:	Chief Financial Officer	
Department Head:	Gail Scotton	
Level:	Type of position: Full Time	FLSA Status: Exempt
Position Summary		
<p>To carry out various human resource functions covering life cycle of the employees at Capitol County Children's Collaborative according to the agency's talent management philosophy, policies and procedures, including talent acquisition, onboarding, talent development, performance management, talent retention and separation. Also support employee relations, benefit administration, and HR metrics.</p>		
Key Responsibilities		
<ul style="list-style-type: none"> ▪ Assist in recruitment and on-boarding of new hires, including job posting, interview arrangement, background checks, offer preparation, on-boarding planning, and benefit enrollment ▪ Maintain HR policies and procedures in document folder on Agency Intranet ▪ Monitor HR metrics and develop reports ▪ Run annual driving record check on all employees ▪ Run exclusion databases for fraud checking monthly ▪ Maintain personnel records ▪ Manage employee relations ▪ Manage family and medical leaves ▪ Perform employment verification upon request ▪ Liaison with benefit vendors to resolve issues on behalf of employees 		
Knowledge		
<ul style="list-style-type: none"> ▪ Human resource principles and practices ▪ Employment laws and legislations ▪ Ethical practices ▪ Organizational culture ▪ Relationship management ▪ Payroll knowledge 		
Skills		

- Coaching
- Facilitation
- Conflict resolution
- Communications and listening
- Talent acquisition and development
- Employee Relations
- Benefits Administration
- Leave Administration

Competencies

Talent Development	Recruit, develop, and retain the right talent for the right job at the right time; develop leaders through effective coaching; build trust among team members; cultivate purpose and meaning to improve employee engagement and sustain intrinsic motivation.
Engagement	Establish common agenda with stakeholders based on shared concerns; motivate and mobilize others to build momentum to get things done; invest in time and energy to form coalition; form collaboration and drive results through influence.
Change Agent	Take initiative to improve existing work conditions and processes; identify new opportunities to challenge the status quo in support of the Wraparound values and principles; become a facilitator of change; help others adapt to new business conditions.
Communication	Clearly convey information and ideas to others through a variety of media and formats, tailor the methods and language to the audience to facilitate understanding and retention of the messages; personalize the exchange of information to develop buy-in and commitment in others.
Customer Focus	Make families and their needs a primary focus of actions; strive to meet or exceed family expectations; develop and sustain productive internal and external customer relationships.
Impact and Influence	Use appropriate interpersonal style and communication techniques to inspire others to accept new ideas and plans; shaping other people's opinions or point of view; modify others' behavior by altering their beliefs.
Driving Results	Produce outputs that consistently meet standards and expectations; focus on priorities; reprioritize per changing business needs; drive excellence in execution of Wraparound; deliver results through teamwork.
Self Awareness	See yourself as others see you; know your inner resources and strengths; be aware of how emotions can affect personal as well as other's job performance.
Conflict Management	Manage diverse and opposing ideas to create healthy tension among different parties; leverage difference of opinions to encourage diversity and creativity; promote productive dialogue to increase mutual understanding among parties and achieve win-win for all; resolve confrontation and disagreements in a constructive manner
Technical	Stay up-to-date in own profession; apply latest knowledge and best practices to the job in order to enhance performance of the entire organization; share new learning with team members; innovate and create processes and practices that fit the culture and business needs of the organization.

Personal Qualities

- Self-awareness
- Take initiative
- Responsible and accountable
- Non-judgmental/empathetic/compassionate
- Innovative/creative
- Flexible/adaptive to changing environment
- Personable/easy to connect with people
- Collaborative
- Culturally competent
- Assertive
- Optimistic
- Persevering/tenacious

Qualifications: Education and Experience

- Bachelor’s degree in Human Resource, Organizational Development, Business Administration, or related field.

Other Qualifications (certification, licensure, etc.)

- PHR or SPHR certification preferred.
- At least 5 years of experience in HR generalist function or learning and development function with progressive management responsibilities, facilitation, and coaching expertise.

Specific Demands and Work Environment

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Approved By:

Last Update: