**POSITION DESCRIPTION**

Position Title: Human Resource’s Generalist

Reports to: H.R. Leader

Direct Reports: None

Department: Human Resources

Classification: Regular Full Time

FLSA Status: Exempt/Salaried

SUMMARY:

Under the direct supervision of the H.R. Leader, this position performs the day-to-day operations and administration of all phases of the human resources function. Responsibilities include the administration of employee benefits, employee engagement, training and development, worker’s compensation, safety, recruitment\, performance management, and overall compliance with our policies as well as those defined by local, state, and federal law.

ESSENTIAL FUNCTIONS:

1. Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures that all policies, procedures, and reporting are in compliance.
2. Interfaces with Talent Acquisition to provide a seamless onboarding experience to all new company hires. This includes ensuring pre-hire background checks and screenings are completed, coordinating new hire paperwork and ensuring all necessary forms are accurate and filed properly.
3. Plans and conducts first-work-day onboarding activities and new employee orientation. Works to increase effectiveness and efficiency of existing onboarding trainings and procedures.
4. Accurately manages all personnel files and human resources records. Tracks all status changes and transactions such as hires, promotions, transfers, performance reviews, and terminations. Maintains and safeguards all employee statistics in compliance with Beyond Vision’s Affirmative Action, EEOC, NIB, and other yearly government reporting commitments.
5. Together with others in the H.R. department, provides effective management trainings regarding interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment policy.
6. As directed by the H.R. Leader, may advise management in the appropriate resolution of routine employee relations issues.
7. In cooperation with the H.R. Leader, coordinates and administers Beyond Vision’s performance review program to ensure effectiveness, compliance, and equity within the organization.
8. Completes wage surveys within labor market to determine competitive wage rate. Manages salary administration program to ensure compliance and equity within organization.
9. Administers benefits programs such as life, health, dental and disability insurances, pension plans, PTO, sick leave, leave of absence, and employee assistance.
10. Investigates accidents and prepares reports for insurance carrier.
11. Answers employee inquiries regarding H.R.-related policy, procedure, and programs.
12. Collaborates efficiently with I.T., with benefit providers, with department management, and with the departing employee to carry out all administrative aspects of employee terminations and offboarding.

COMPITENCIES:

* Minimum keyboarding skills of 40 w.p.m. with 90 percent accuracy.
* Strong computer skills, specifically working with Microsoft Office products.
* Ability to deal with sensitive and confidential materials in all situations. A high degree of privacy and discretion is required.
* Strong customer service skills (especially serving the internal customer). Must have a “no job is too small” approach to work.
* Detail oriented with a focus on accuracy
* A passion and commitment to fulfilling our mission and vision.

EDUCATION/EXPERIENCE:

* Minimum of bachelor’s degree in Business Administration, H.R., or closely related field (strongly preferred)
* Minimum of 3 years of experience working in an H.R-related role (required)
* Demonstrated proficiency with Microsoft Office, including Excel

PHYSICAL DEMANDS:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Beyond Vision abides by the requirements of federal laws which prohibit discrimination of individuals with the following legally protected status: race, color, religion, sex, sexual orientation, gender identity, national origin, disability and protected veterans. Beyond Vision also abides by affirmative action requirements to employ and advance in employment qualified individuals without regard to race and sex (per Executive Order 11246), disability (per 41CFR 60-741.5(a), and protected veteran status (per 41CFR 60-300.5(a).