

Vermont Center for Crime Victim Services
Job Classification Description
Pay grade: 7
Part time position – 15 hours per week
Non-Exempt Position

2/2020

Human Resources Generalist

Basic Function

The Human Resources Generalist is responsible for the overall administration, coordination and evaluation of the Human Resource function at the Center. This position carries out responsibilities in payroll, benefits administration, performance management, orientation, policy implementation, recruitment, hiring and separation, and is generally a resource to all Center employees in these areas. The position is responsible for ensuring the Center remains in compliance with state and federal law.

Primary Job Responsibilities

Payroll Processing:

- Manage bi-weekly payroll and all associated payroll functions through payroll service.
- Prepare bi-weekly and ad hoc payroll reports for management.

Benefit and Compensation Administration:

- Develop and maintain working relationships with vendors associated with payroll and benefit functions.
- Review for accuracy all invoices for payment of employee benefits including change reporting. Prepare payroll and benefits projections for annual budget.
- Prepare annual salary and benefits reports for Center employees
- Maintain the Center's job classification system including a regular review of job descriptions with Deputy Director and/or department managers to ensure accuracy and coordinating a system for re-classification of positions at the Center when necessary.
- Maintain an up-to-date organizational chart for the Center.
- Administer the Center's pay plan including annual notice to all employees of step increases and cost-of-living increases.
- Manage employee Combined Time Off (CTO) including compliance with Family Medical leave laws and other leaves of absence.
- Coordinate all worker compensation and unemployment claims and paperwork.
- Provide data to third party administrator for audit of employees' and Center's contributions to 457 retirement plan and review audit findings with Deputy Director.
- Administer employee benefit plans. Benefit programs include retirement, medical, dental and vision plans, short and long-term disability, flexible spending and health reimbursement plans.
- Act as a liaison between employees and benefit providers to resolve benefit-related problems and ensure effective utilization of plans and positive employee relations.
- Periodic evaluation of the Center's benefit package for employees by actively soliciting feedback from all Center employees. Research alternate benefit packages and make recommendations to the Deputy Director.

Recruitment, Onboarding and Separation:

- Coordinate recruitment efforts in conjunction with Deputy Director and/or department managers for vacant or new positions.
- Develop and maintain an effective and comprehensive onboarding program.
- Coordinate required functions when employees separate from employment including, but not limited to, COBRA, 457 retirement plan options, combined time off payout and termination of benefits.

Employee Relations:

- Coordinate with the Deputy Director and department managers to document performance reviews, disciplinary action, work improvement plans, and other personnel matters that arise.
- Be the point person for civil rights complaints from Center employees and, in conjunction with the Deputy Director, investigate and resolve complaints in accordance with the Center's Employee Handbook.
- Update personnel policies when needed by researching best practices, seek legal review of proposed changes as needed and make recommendations to the Deputy Director.
- Maintain up-to-date Employee Handbook, ensuring policies remain legally current.
- Act as a resource to Executive Director, Deputy Director and department managers on implementation of personnel policies and procedures to ensure consistent application and compliance with said policies and procedures.
- Maintain employee personnel files for completeness and to update information when necessary.
- Other duties as assigned by the Deputy Director.

Working Conditions and Physical Demands:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear: The employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The noise level in the work environment is usually quiet.

Supervision Exercised

None

Supervision received

Direction received from the Deputy Director.

Qualifications

- Bachelor's degree in human resources, business administration or other appropriate discipline, plus five years of relevant Human Resources experience, or an equivalent combination of education and experience.
- SHRM-CP or PHR certification preferred.
- Ability to act with integrity, professionalism and confidentiality.
- Working knowledge of benefits administration.
- Prior experience recruiting and effectively onboarding new employees.
- Excellent interpersonal, negotiation and conflict resolution skills.
- Ability to communicate effectively, both orally and in writing.
- Effective time management skills, with a proven ability to meet deadlines.