

Job Title:**Human Resources Generalist****Job Description:**

The Human Resources Generalist is responsible for performing HR-related duties on a professional level and works closely with the Human Resources Director in support of University initiatives. The HR Generalist provides guidance, resources, and support in some or all of the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, employment law compliance, payroll processing, safety, and HR information systems.

Reports to:**Director of Human Resources****Classification:****Full-time, Exempt****Essential Duties:**

- Works collaboratively with hiring supervisors to ensure the recruitment, hiring, and onboarding of new hires is effective, compliant, and in alignment with University and College policies and procedures. Suggests improvements to processes and coordinates related initiatives.
- Assists in the development of faculty and staff training and development programs; helps maintain training files for purposes of accreditation.
- Works with the Business Office/Accounting department to ensure the accurate, timely, and compliant processing of semi-monthly payroll for all CHSU-related entities. Creates, maintains, and provides access to payroll reports as requested. Responds to verifications of employment.
- In coordination with the Director of Human Resources, researches compensation guidelines for staff. Provides input on compensation for newly created positions where appropriate.
- Administer various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits. Conduct benefits orientations and explain benefits self-enrollment system.
- Using HRIS complete benefits reporting requirements including ACA information and reporting.
- Ensures the timely completion of faculty and staff performance reviews, offering sound advice to supervisors in performance management, and escalating areas of concern to the Director of Human Resources and Administration, as appropriate.
- In coordination with the Director of Human Resources and in collaboration with the legal department, creates, updates, and delivers employment contracts. Collaborates with hiring supervisors to draft offer letters and other hiring related documents as appropriate.
- Assists in the development and implementation of Human Resources policies, in alignment with Policy Development Committee (PDC) procedures. Help interpret and advise on existing HR policies and procedures.
- In collaboration with and at the discretion of the Director of Human Resources addresses employee relations issues, including advising on employee discipline, performance improvement plans, investigations, and resolving employee complaints through mediation and other means.

- Intakes information on employee leaves of absence (LOA's), ADA accommodations, and alternative work arrangements and provides support to the Director of Human Resources in these areas.
- Assists with safety and worker's compensation related matters, by facilitating and supporting supervisors and their employees through incident and WC claims reporting, and in coordination with the Director of Human Resources engaging in return to work and accommodation discussions.
- In coordination with the Director of Human Resources assists in the maintenance of the Office of Human Resources website, ensuring appropriate access to policies, forms, resources, and information. Troubleshoots issues and resolves them appropriately.
- Acts as a back-up for other HR Generalist and Office of Human Resources team members as delegated and appropriate.
- Oversee, coordinate and manage employee separations and applicable exit activities.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Director of Human Resources.

**Qualifications/
Education:**

Education

- Bachelor's degree in Human Resources Management or other related field.
- Directly related Human Resources experience may be considered in lieu of degree.

Licensure & Certification

- PHR, SHRM-CP, or equivalent/related certification preferred.

Skills & Experience

- Minimum four (4) years of human resources experience in a setting of similar scope and complexity with increasing responsibility within a human resources department.
- Strong working knowledge and application of federal and state employment laws and regulations.
- Sound judgment in situations of high sensitivity, tact and diplomacy, and the ability to interact with personnel at all levels of the University.
- Excellent oral and written communication skills.
- Proficiency in Microsoft Office 365 Suite.
- Prior experience in the higher education setting is desirable.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer.

Application Instructions

Interested candidates are to submit a detailed resume electronically to careers@chsu.edu and type **Human Resources Generalist** in the subject field of the email.