

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 Manager in support of University initiatives. The HR Generalist provides guidance, resources, and support in personnel matters including, but not limited to, workforce planning, benefits administration, employee relations, payroll processing, performance management, safety, and HR information systems.

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

- Works collaboratively with the Hiring Coordinator and 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
- Collaborates with benefit brokers to administer employee benefits, including open enrollment, change reporting, and communicating benefits information to employees. Reconciles monthly vendor billing and troubleshoots issues accordingly
- 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
- 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 Human Resources Manager and Administration, as appropriate
- Collaborates with the legal department in creating, updating, and delivering employment contracts; collaborates with the Hiring Coordinator and 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
- Works in collaboration with the Human Resources Manager in addressing employee relations issues, including advising on employee discipline, performance improvement plans, investigations, and resolving employee complaints through mediation and other means

- Manages employee leaves of absence (LOA's), ADA accommodations, and alternative work arrangements in collaboration with the legal department, as appropriate
- Assists with safety and worker's compensation related matters, including creating policies and procedures, facilitating and supporting supervisors and their employees through incident and WC claims reporting, and engaging in return to work and accommodation discussions
- Manages the Office of Human Resources website, ensuring appropriate access to policies, forms, resources, and information; troubleshoots issues and resolves them appropriately
- Performs audits within the Office of Human Resources and recommends improvements
- Acts as a back-up for all Office of Human Resources team members as delegated and appropriate

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

**Qualifications/
Education:**

- Bachelor's degree in Business Administration or Human Resources Management. Directly related Human Resources experience may be considered in lieu of degree;
- PHR or equivalent/related certification preferred.
- Minimum four (4) years of human resources experience in a setting of similar scope and complexity;
- Strong working knowledge and application of Federal and State employment laws and regulations
- Excellent oral and written communication skills, sound judgment in situations of high sensitivity, tact and diplomacy, and the ability to interact with personnel at all levels of the University.
- Proficiency in Microsoft Office Suite
- Prior experience in the higher education setting is highly 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.