



Human Resource Generalist Job description

Reports to: Kelley Epling - Human Resource Director

Employee Name: _____ **EMP#** _____

Summary: The Human Resource Generalist has the responsibility for the coordination of various Human Resource functions and relationships with departments throughout Boone Memorial Hospital. The HR Generalist will work with the HR Director to ensure accurate payroll processing and reporting. In addition, the Generalist will assist in planning and coordinating various employee functions throughout the year.

Human Resource Generalist Job Responsibilities:

- Provide personnel policy and procedure guidance to employees and management
- Maintain up-to-date knowledge of federal and state employment law and compliance requirements
- Assist with the coordination of open enrollments, changes, and training for employee benefit programs
- Set up for a yearly Employee Benefits Fair in conjunction with open enrollment
- Respond to human resource related inquiries
- Assist with payroll processing
- Create and distribute internal communications regarding status changes, benefits, or company policies
- Administer new employee onboarding and orientation
- Assist in the onboarding process for newly hired employees including background screening and oral swab drug testing
- Monitor employee morale and company culture
- Collaborate with the Human Resource Director to develop effective recruitment strategies
- Conduct audits to ensure Joint Commission requirements are being met

- Process & record complaints regarding sexual harassment, discrimination, or other instances of workplace harassment and assist HR Director in any necessary investigations and disciplinary actions
- Maintain employee personnel records
- Conduct exit interviews
- Audit and keep all licensure lists and prime source verification of professional licenses for the staff
- Assist in reporting worker compensation claims and maintaining all documentation and workers compensation files
- Collaborate with HR Director to create and monitor new employee morale programs as well as assist in maintaining existing wellness and VolunTEEN programs
- Additional job duties as assigned

Human Resource Generalist Qualifications/Skills:

- Demonstrated knowledge of the human resource field
- Understanding of state and federal employment regulations
- Awareness of OSHA regulations and Joint Commission compliance standards
- Understanding of personnel and compliance records management
- Strong analytical and problem solving skills
- Excellent written, verbal, and interpersonal communication abilities
- Ability to maintain confidentiality

Education and Experience Requirements:

- Bachelor's Degree in Human Resource, Business Administration, or a related field
- 3-5 years Human Resources experience
- Experience with HRMS/HRIS systems

Physical Demands:

- Ability to perform various motor skills such as; standing or sitting for long periods of time, walking, sitting, lifting (up to 25 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.
- Must be able to see various colors and work closely with computers, at least 8 hours per day.