



Job Announcement

Position: Human Resources Generalist	Department: Administration
Location: Hughesville, Maryland	Employment Status: Full-Time
FLSA: Exempt Grade: 17	Compensation: \$50,000 - \$88,000
Weeks Worked: 52 Created: 12/30/2019	Work Per Week: 40+ hours Monday – Friday
Opening Date: January 17, 2019	Closing Date: Until Filled

Job Description:

The human resource generalist is responsible for performing a wide range of HR-related duties on a professional level and works closely with senior management in supporting all program locations and staff. This position carries out responsibilities in the following functional areas: policies and procedures development and compliance, benefits administration, reporting, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, program, affirmative action and employment law compliance.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
2. Participates in developing department goals, objectives and systems.
3. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
4. Performs benefits administration, including claims resolution, change reporting, and preparation of invoices/vouchers for payment and communicating benefits information to employees.
5. Develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
6. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements.
7. Handles employee relations counseling, outplacement counseling and exit interviewing.

8. Participates in administrative staff meetings and attends other meetings and seminars.
9. Maintains company organization charts and the employee directory.
10. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
11. Maintains human resource information system records and compiles reports from the database.
12. Maintains compliance with federal, state and local employment and benefits laws and regulations.
13. Maintains all filing as it relates to employment records in HRIS system as well as manual files as required by Agency guidelines.

Competencies

1. Demonstrated effective communication (written and oral) skills.
2. Demonstrated consultation on policy and employment law matters.
3. Demonstrated ethical practice.
4. Demonstrated global & cultural awareness.
5. Demonstrated successful HR expertise.
6. Demonstrated relationship management.

Supervisory Responsibility

This position has no direct supervisory responsibilities but does serve as a coach and mentor.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

Physical Demands

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. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel may be needed for HR responsibilities at the different locations of the Agency. There may be local and overnight travel for training purposes. The amount of travel varies for this position.

Required Education and Experience

1. Bachelor's degree;
2. 5 years of HR Management experience;
3. Must have excellent/Strong communication (written/oral) and organizational skills;
4. Must have strong computer and software skills;

5. Must be able to maintain confidential information;
6. Must be able to comprehend and interrupt complexed concepts, material and regulations;
7. Must be able to work independently with minimal supervision, follow instructions, comply with policies and procedures, effectively resolve problems or issues with minimal oversight. Self-starter; and,
8. Professional Human Resources Certification (PHR).

Preferred Education and Experience

1. Masters' degree in human resources or related field;
2. Community Action Agency;
3. SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential; and,
4. Eight to 10 years of human resource experience.

Additional Eligibility Qualifications

1. SHRM-CP or SHRM-SCP certification or ability to obtain certification within 12 months of hire date.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applications Accepted By: Email and Mail	
Email at: adminres@smtccac.org	Mail to: SMTCCAC, Inc. – President’s Office P.O. Box 280 Hughesville, MD 20637
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree(s) and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application’s via Fax.	

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