



Position: Human Resources Generalist

Exemption Status: Non-Exempt

Job Status: Part-Time Twenty-Five Hours/Week

Pay: \$20.00 - \$27 per Hour

Department: Administration

Reports To: CEO

Direct Reports: Receptionist

Location: Homestead Office

Summary: This position is responsible for completing all general human resource functions and assists with payroll-related tasks.

Essential Job Duties:

1. Employment Law Compliance
 - a. Develops, recommends, implements, and administers the personnel policies and procedures necessary to ensure compliance with all federal, state, and local employment laws.
 - i. Prepares and maintains an updated Employee Handbook.
 - ii. Maintains and updates job descriptions for all positions.
 - iii. Prepares and administers appropriate trainings (e.g. harassment training, and other trainings required by the Agency and/or government).
 - b. Reporting – Files applicable government mandated reports according to deadlines, including but not limited to, EEO-1, 1095-C, Medicare Part D Disclosure, all ACA reporting (including year-end 1095 reporting), and Form 5500.
 - c. Unemployment Claim Administration – Receives and responds to all Agency unemployment claim applications. Appeals claims as appropriate and/or directed to do so by senior management.
 - d. Workers' Compensation Claim Administration – Receives, responds, and follows through to close all Workers' Compensation claims when they arise. Coordinates with the Agency insurance carrier and applicable medical carriers to resolve the claim and have the employee return to work.
 - e. Continuously reviews best practices and makes recommendations to the CEO to improve personnel policies, procedures, and practices.
2. Recruiting
 - a. Develop and administer an effective recruiting program to source and hire W2 personnel and temporary employees for vacant positions.
 - i. Recruiting includes, but is not limited to, writing and placing recruitment advertisements, evaluating candidate qualifications, conducting telephone and in-person interviews, and running background and reference checks.
 - ii. Ultimately accountable for the entire recruiting cycle, from the time a candidate enters the recruiting system to either time of hire; or eliminating the candidate from consideration. Ensures candidates are moving through the recruiting system efficiently and effectively, without large pauses or gaps in time. Certifies that the steps in the process properly assess knowledge and skills required for the job.
3. Health & Welfare Benefits – (Medical, Dental, Rx, Vision, HSA, FSA, EAP, COBRA, STD, LTD, AD&D, Life Insurance, 401(k))
 - a. Works in conjunction with FOD for research, development and implementation of Health & Welfare Benefits programs.
 - b. Manages all Agency's health and welfare benefit programs by evaluating options annually, recommending potential changes, and selecting the most cost-effective policies that achieve the Company's mission and purpose.
 - c. Administers all of the Agency's health and welfare benefit programs, including but not limited to, running open enrollment and tracking of participants, change reporting, claim resolution, invoice reconciliation and approval, distributing required notices, completing and submitting applicable reports as mandated by regulations, and ensuring compliance with all federal, state, and local laws (e.g. ACA, ERISA, HIPAA, COBRA).



4. Employee Relations

- a. Liaison with department managers concerning special and ongoing personnel functions, including Corrective Action.
- b. Performs, conducts, and administers all actions related to onboarding new hires and off-boarding terminated employees. This includes completing new hire or termination paperwork; performing stay or exit interviews; issuing employee ID badges, business cards, managing parking lot passes, and conducting new hire orientations. Builds, revises, and implements an effective onboarding program for new hires that orients new hires to the entire Agency.

5. Payroll

- a. Works in conjunction with FOD and Fiscal designee(s) for Payroll.
- b. Enters applicable payroll data on a timely basis, including but not limited to, the following: pay adjustments for existing employees; setting up new hire payroll; adjusting payroll deductions for Health & Welfare benefit elections; adjusting stipends; and terminating employees from payroll.
- c. Assists, as needed, with payroll processing.

6. Communication

- a. Communicates pertinent human resources information (both verbal and written) in a timely, appropriate manner to achieve all applicable and relevant Agency outcomes and affiliated deadlines.
- b. Completes monthly Employee newsletter informing agency staff of newly hired employees and important events.

7. Supervision

- a. Directly supervises Receptionist position.
- b. Coordinates coverage for reception for PTO and/or position vacancy.
- c. Conducts position evaluations as required.

8. Additional Job Duties

- a. Assists CEO with LSI and Housing Board of Director meeting management.
 - i. Schedule's meetings, prepares and emails Agendas, Meeting Notices and documents
 - ii. Completes and files BOD meeting minutes.
 - iii. Maintains and stores all BOD meeting binders containing minutes and BOD documents.
 - iv. Maintains and stores all BOD member applications and documentation, updates BOD Lists.
- b. Develops and maintains constructive relationships with partners that can address specific Agency challenges (e.g. partnerships with local schools or complementary agencies).
- c. Develops favorable community relations in the markets in which the Agency operates.
- d. Participate in administrative staff meetings and HR discipline-related seminars.
- e. As assigned by the CEO.

Required Qualifications (Education/ Skills / Experience):

Bachelor's degree (B. A.) from four-year college or university; or four or more years related experience and/or training; or equivalent combination of education and experience. Minimum of four or more years in an HR Generalist (or higher) capacity along with a minimum of one year of payroll experience. Functional knowledge of federal, state, and local employment laws. Must be proficient with Office 365 and Windows operating system

Preferred Qualifications (Education / Skills / Experience):

Experience and/or working knowledge of Sentric, an HR and payroll system. Experience working in a non-profit, especially an organization focusing on the senior population. PHR, SPHR, SHRM-CP, and/or SHRM-SCP certified

Traits/Characteristics:

High integrity and high initiative. Strong critical thinker. Ability to manage time and schedules independently. Self-driven with the ability to formulate and achieve goals. Continuous self-improvement and a strong participant focus. Strong communication skills, active listening, time management and prioritization.

Other Requirements:

Pennsylvania State Police background check through the PA Access to Criminal History required, dated within one year prior to the employment start date. PA Motor Vehicle Report is required.

Effective Date: 4/19/2021