



Goodwill

Redwood Empire

JOB DESCRIPTION

POSITION TITLE: Human Resources Generalist
(Benefits, Payroll and Leave of Absence)

STATUS: Non-Exempt

DEPARTMENT: Human Resources

1. CHARACTERISTICS OF THE JOB:

Under general supervision, the Human Resources Generalist performs a variety of Human Resources activities, such as employment, benefits, training, safety, and related areas in a manner that complies with State and Federal laws, organization policies and procedures, and that reflect GIRE's stated values.

2. PROVIDES SUPERVISION TO:

None.

3. RESPONSIBILITIES – ESSENTIAL FUNCTIONS:

- **Employee Benefits:** Coordinate employee benefit programs. Conducts monthly employee benefit orientations. Processes additions and changes. Prepare and communicates updates and information. Facilitates annual open enrollment process. Serves as resource for employees and managers on employee benefit programs. Reviews and reconciles monthly invoices from insurance carriers, forwarding to Accounting on a timely basis to insure payment. Maintains records of enrollment and status changes for 403(b) program. Facilitates annual 5500 filing for all benefit programs.
- **Leave of Absence Administration:** Responsible for day to day administration of all employee leave requests (FMLA, CFRA, PDL, military, etc.). This includes, but not limited to: reviewing paperwork to ensure the request meets legal requirements, correspondence with employees, maintaining logs and proper medical documentation to support short-term

and long-term disability and communicating with the payroll to ensure employee receives the correct compensation while out on leave. Coordinates with Accounting regarding the payment of employee benefits. Understands and acts as advocate for employees out on leave to ensure compliance with all federal, state and local laws and help to ensure a successful return to work. Responsible for proactively working with manager of employees on leave and verifying their return to work and completion of all required documentation. Maintains current knowledge of related legal requirements.

- **Annual Surveys and Filings:** Prepare documentation and reports as required by law (e.g., OSHA 300, EEO-1) or as requested, including relevant salary surveys.
- **Volunteer Program:** Conducts semi-monthly volunteer orientations and fields questions about volunteering with GIRE. Acts as liaison with Volunteer Center for court-ordered volunteers. Maintains database of volunteers. Maintains records and volunteer applications for active and inactive volunteers.
- **Wage Garnishments:** Completes documentation as required. Responsible for maintaining knowledge of laws and regulations related to employee garnishments. Coordinates payment through payroll process and with Accounts Payable. Communicates with employees.
- **Verifications of Employment:** Fields calls and written requests for verification of employment in accordance with GIRE policy and procedure. Completed forms from potential employers, government agencies, etc.
- **Payroll Facilitation:** Serve as technical resource to HR Assistant in processing of bi-weekly payrolls. Maintains knowledge of relevant wage and hour, payroll and other relevant laws, policies and procedures. Provides reports to other departments as requested. Provides written wage verifications upon request in accordance with GIRE policies and procedures.
- **Performance Evaluations:** For area of assigned responsibility, facilitate interim and annual performance evaluation process. Provide appropriate documentation and guidance to managers.
- Establish and maintain Human Resources systems, procedures, and forms related to areas of responsibility in an accurate and timely manner. Ensure that policies and procedures in areas of responsibility are up to date.
- Ensure that data and information is recorded in an accurate and timely manner.

- Serve a resource to employees and managers providing response to human resource related questions and inquiries.
- Conduct self in a professional and ethical manner. Maintain unquestionable confidentiality of all data and human resource related matters.

ANCILLARY FUNCTIONS:

- Maintain knowledge of legal requirements and governmental reporting regulations that affect the Human Resources functions
- Conduct research, analyze data, and prepare recommendations on assigned projects and tasks.
- Submit relevant reports in a timely manner.
- Adhere to all Company Policies.
- Perform other job-related duties as assigned by the Supervisor.

4. QUALIFICATIONS:

- AA Degree in Business or a related field, or equivalent experience.
- Human Resources Certificate desired
- Practical knowledge of assigned functional areas as would normally be obtained from three or more years of experience in the field.
- Experience in working under pressure with frequent interruptions on tasks that require attention to detail and accuracy.
- Ability to work independently.
- Effectively organize multiple priorities, and meet agreed-on deadlines.
- Ability to balance a friendly, service-oriented relationship with employees, while maintaining strict confidentiality.
- Excellent interpersonal skills and the ability to interact effectively with a diverse population.
- Excellent oral and written communication skills.
- Ability to understand, speaks, and be understood in English. Spanish language skills a plus.
- Intermediate skills in Microsoft Word, Excel, PowerPoint, Internal and Email software.
- Intermediate skills in Human Resources Information Systems (HRIS), including reporting.

- Ability to perform effectively and cooperatively as part of a team.
- Skills in observation, assessment, problem solving, and exercising sound judgment and tact.

5. WORK ENVIRONMENT:

Entails exposure to the following environmental conditions: Constant exposure to moderate business office noise levels, such as office machines, conversations, foot traffic; some (less than 1/3rd) exposure to moving mechanical parts, fumes, toxic chemicals, airborne particles, and risk of electrical shock.


6. PHYSICAL REQUIREMENTS:

You will be sitting, speaking, and listening for six or more hours per day. You will consistently use your hands to key and check data and information. Close-up and distance visual capabilities are required. You will also be reaching, walking, and frequently lifting up to 10 lbs, occasionally lifting up to 50 lbs.

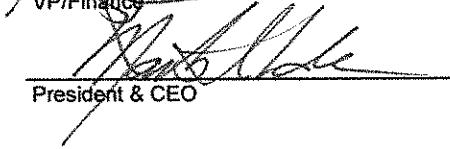
7. IMMEDIATE SUPERVISOR:

Human Resources Manager

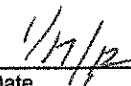
8. APPROVAL:



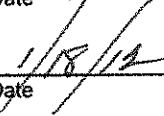
 VP/Finance



 President & CEO



 Date



 Date

9. ACKNOWLEDGEMENT:

I have read and received a copy of this position description.

 Employee Signature

 Date

 Print Name