



## Human Resources Generalist Position Description

**Position Title:** Human Resources Generalist

**Reports to:** Human Resources Director

**Position Summary:** Primary responsibility is interviewing, screening and recruiting job applicants to fill existing job openings. Monitor time & attendance, worker's compensation, employee data collection, processing and analysis, benefit administration. Participates in all employee relations initiatives.

### **Essential Functions:**

- Manages the recruitment process for all exempt and nonexempt employees and temporary employees; writes and places advertisements.
- Conducts new employee orientations; administers pre-employment tests; conducts reference checks; completes all new hire paperwork; ensures compliance with I9 verification.
- Ensures newly hired employees are properly trained and acclimated during introductory period.
- Maintains records, reports, and logs pertaining to applicant flow procedures.
- Assists in organizational training and development efforts.
- Maintains Human Resource Information System records and compiles reports from database as needed.
- Participates in staff meetings as needed and attends other meetings and seminars.
- Assists in exit interview process.
- Executes benefits administration to include claims resolution, change reporting, and auditing/ approving invoices for payment for all benefit plans. (Medical/Dental, DHMO Dental plan, Basic Life/Voluntary Life/Short and Long term disability).
- Makes recommendations to HR Director/CFO to ensure all benefit programs remain competitive for the local industry.
- Conducts employee relations counseling when needed.

How to apply:

Shericka Armstrong (Human Resources Director) | [www.ulcc.org](http://www.ulcc.org) | [sarmstrong@ulcc.org](mailto:sarmstrong@ulcc.org)

- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Assists in administration of compensation program; helps to monitor performance appraisal process. Monitors completion of probationary reviews.
- Assists in ensuring compliance with human resources programs and procedures for all employees.
- Assists in planning the monthly Employee party, Annual Employee Service Awards dinner, Annual Employee Holiday party (Winterfest).
- Assists HR Director with development and implementation of employee relations programs.
- Chairs Employee Wellness Committee and administers the Club's Wellness Program.
- Updates and keeps current all job descriptions.
- Manages all Workers' compensation and safety programs ensuring full compliance with OSHA regulations. Participates in the Safety Committee.
- Must be well acquainted with the HERE Local 1 union contract.
- Responsible for inputting employees into the time clock and locker room security systems as well as monitoring vacant and occupied lockers.
- Ensures employee relations postings (birthdays, anniversaries, new hires, information on the cafeteria board) are up to date. Initiates new, refreshing ideas for posting. Assists with employee newsletters and circulations (Buzz, Daily Line Ups, etc.)
- Assists other departments with special projects as needed.
- Performs all other duties as assigned by employer.

### **Qualifications and Skills:**

**Education:** Minimum two-year degree or Bachelor's degree in Human Resources Management or Business Administration and/or any other combination of education, training or experience that provides the required knowledge, skills and abilities.

**Experience:** Minimum three years prior experience in a supporting HR role preferably in a hospitality setting.

**Additional Skills:** Must have excellent communication and organization skills and attention to detail. Must be able to handle more than one project or task at a time and work within deadlines. Must be computer literate and be able to use Microsoft Office

How to apply:

Shericka Armstrong (Human Resources Director) | [www.ulcc.org](http://www.ulcc.org) | [sarmstrong@ulcc.org](mailto:sarmstrong@ulcc.org)

specifically Excel, Word, and Outlook. Must have a positive and professional demeanor with strong interpersonal skills.

How to apply:

Shericka Armstrong (Human Resources Director) | [www.ulcc.org](http://www.ulcc.org) | [sarmstrong@ulcc.org](mailto:sarmstrong@ulcc.org)