



# Human Resources Generalist

**Job Code:** HRGEN - 116  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$20.31 - \$33.23 Hourly  
\$1,624.80 - \$2,658.40 Biweekly  
\$42,255.00 - \$69,124.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to perform a variety of recruitment and selection process activities, classification and compensation, employee relations, training functions, and other human resources activities as assigned.

This class works under general supervision, independently developing work methods and sequences.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Meets with employees, department heads and legal department regarding issues concerning employee relations, on boarding and various HR inquiries.
- Provides applicants, employees, claimants, and their families with information regarding updates on programs in assigned specialty area.
- Prepare new job descriptions and scope of duties. Conducts analyses to determine cost and impact. Prepare justification for action to present to departments, conduct and participate in salary surveys.
- Responds to calls/emails/walk-in employees' inquiries, gathers applicable facts to determine resolutions and recommends appropriate action.
- Provides statistical summaries and reports.
- Delivers training on various HR subjects and coordinates training activities using external resources. Updates system information regarding classes, attendees, evaluation documentation, etc.
- Runs routine reports, prepares correspondence, and updates systems files.
- Maintains records, files and reports as applicable in specialty area.
- Develops and conducts presentations, creates informational materials, evaluates programs and recommending changes as needed.

- Administers portions of employee orientation.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Human Resources, Business or Political Administration or related major supplemented by two (2) years of experience in human resources, benefits administration, insurance or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Must acquire certification in one of the following programs within one year of employment:
  - HRCI, SHRM or IPMA
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.