



JOB TITLE: Human Resources Generalist
DEPARTMENT: Human Resources
CLASSIFICATION: Exempt

REVISED: 1/23

POSITION DESCRIPTION

SUMMARY:

The Human Resources Generalist is an at-will position reporting to the Manager of Human Resources. This position will contribute as a Strategic member of the Human Resources Team directly supporting staff and leadership. This role serves its Internal Customer base as an advisor and strategic business partner while leading and maintaining staffing, onboarding, offboarding, transactional, reporting, compliance and employee relations needs.

ESSENTIAL JOB FUNCTIONS:

- Provide advice and counsel to management including interpretation regarding HR programs, practices, policies, and general employee issues. Make process recommendations as needed and execute those approved.
- Maintain the Human Resource Information System (HRIS) records, prepare reports, analyze and provide synopsis of report data. Ensure all personnel records and files are current. Administer status changes and terminations.
- Monitor and maintain all Paid Time Off accrual banks.
- Maintain Staffing Reports for Senior Leadership: Ensure daily, monthly, quarterly Staffing reports are regularly updated for HR and business partner Leadership to have 'real-time' / 24/7 access.
- Maintain records, reports and logs as required and ensure compliance with EEO regulations.
- Train new users in using the HRIS system.
- Lead Employee Relations investigations, making sound recommendations for resolution while reporting status, reviewing procedures to practice and seeking authorization with/from the Human Resources Manager or Director. Provide advice and counsel to employees, supervisors and managers as appropriate to resolve employee issues and minimize exposure and risk for Common Ground.
- When conducting/attending Employee Relations meetings with employees and Supervisors, provide flexibility to accommodate shift schedules that may be different from the HR Generalist's typical schedule.
- Coach business partner Leadership on Performance Management practices. Monitor performance evaluation activities while ensuring supervisory compliance.
- Comply with attendance and punctuality policies, as well as all other Common Ground policies and procedures.
- Initiate, monitor, manage Leave of Absences. Partner with the HR Coordinators to administer and manage the FMLA process.
- Initiate, monitor, manage the ADA Interactive Process.
- Assist the HR Coordinators as needed with unemployment claims and reporting.
- Collaborate with business partners to maintain the HR Staffing Plan on a real-time basis. Align with Recruiters ensuring knowledge of Staffing requirements.
- On an as-needed basis, conduct candidate Pre-Screens and Interviews. Prepare and administer Offer Letters. Align with HR Coordinators tracking Pre-Screening status. Facilitate effective communications regarding new hires. Complete On-Boarding.
- Maintain content in the Pre-Screen Guides, Interview Guides and other related documentation.
- Conduct New Hire Orientations. Maintain authorship/editing of Orientation materials.
- Administer Exit Interview surveys, conduct Exit Interviews, summarize/analyze/review data with HR and business partner Leadership.
- Analyze Turnover trends, identify Best Practices to overcome Turnover trends in order to strengthen Retention Rates.
- Work with HR Leadership and HR Coworkers in a strategic capacity to evaluate and identify standardized Best Practices.



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RELATED JOB FUNCTIONS:

- Provide information and support to the Payroll department, as needed.
- Provide information and support to the Benefits department, as needed.
- Provide information and support to the IT department, as needed.
- Work with business partners to collaborate on New Hire training schedules in alignment with the New Hire Orientation schedules.
- Maintain a solid understanding of Federal and Michigan employment laws and be able to successfully brief management to ensure compliance.

SUPERVISION: None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Best practices in working remotely while serving Internal Customers, Interfacing with HR Manager/HR Senior Leadership/ HR Coworkers/cross functional business partners
- Employee Relations and Employee Engagement
- Leading and conducting Employee Relations and Compliance Investigations
- Recruiting, On-Boarding
- Maintain a solid understanding of Federal and Michigan employment laws
- FMLA, ADA, Leave of Absence compliance and practices
- HRIS systems
- Applicant Tracking Systems
- Performance Management Systems
- Microsoft Teams: Folders, Chats, Meetings
- Creating and maintaining Excel documents/spreadsheets/equations

SKILL TO:

- Exercise strategic thinking, problem-solving, critical thinking, independent judgement, prioritizing and interpersonal skills
- Facilitation and Presentation skills
- Demonstrate initiative, analytical skills, organization and attention to detail
- Demonstrate proficiency in relevant software and applications (i.e., Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Teams)
- Type, enter data, file efficiently and operate office equipment

ABILITY TO:

- Demonstrate the management of multiple projects/tasks simultaneously and to react to shifting priorities
- Demonstrate customer service focus, with the ability to relate to and interact with all levels of the Organization and vendors
- Relate to a diverse population which includes a variety of age, economic and educational backgrounds
- Understand and follow verbal and written instructions
- Communicate effectively, both verbally and in writing
- Work independently
- Interpret and communicate policies and procedures



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REQUIRED EDUCATION AND EXPERIENCE:

- Human Resources certification such as PHR, SPHR, SHRM-CP or SHRM-SCP is strongly preferred
- Bachelor’s degree in Human Resources, business or related field
- 4 or more years of experience in Human Resources
- At least 2 years of experience leading and conducting Employee Relations and/or compliance investigations are strongly preferred

Or

- High School Diploma
- 10+ years of extensive experience in Human Resources
- At least 5 years of experience leading and conducting in employee relations and/or compliance investigations are strongly preferred

ESSENTIAL REQUIREMENTS:

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Environmental Working Requirements:

Work is done in an office environment with exposure to computer screens, with some exposure to clinical/residential environments. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

Other Requirements:

Some local travel required, Valid Driver’s License.

Common Ground is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

The agency may in its sole discretion fill this position on a full-time, part-time, or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Employee Signature

Date