

Job Description: Human Resources Generalist

Second Chance, Inc. is seeking a Human Resources Generalist to join the organization. Your role is responsible for the day-to-day management of the human resources operations – recruitment, policy administration, regulatory and employment law compliance, benefits administration, employee relations, onboarding, performance management, and training and development. This role is highly collaborative, working with the managers across the organization to bring in and develop the best talent possible and to build an organization and culture aligned with giving materials and PEOPLE a second chance.

The HR Generalist will:

- Partner with management to communicate Human Resources policies, procedures, programs, and laws.
- Manage the recruitment process for exempt and nonexempt employees and interns using the standard recruiting and hiring practices and procedures necessary to recruit and hire a workforce aligned with the company's mission.
- Provide day-to-day benefits administration services, including claims resolution, change reporting, approving invoices for payment and communicating benefits information; assist employees with any claim issues; and develop and schedule benefits orientations and other benefits training.
- Handle employee relations counseling, outplacement counseling and exit interviewing.
- Maintain employee-related databases; prepare and analyze reports that are necessary to carry out the functions of the department and company; and prepare periodic reports for management, as necessary or requested.
- Assist in the development and implementation of personnel policies and procedures; prepare and maintain the Employee Handbook and the policies and procedures manual (once developed).
- Assist with the establishment and management of an in-house employee training system that addresses the company's training needs, including training needs assessment, new employee orientation or onboarding, management development, production cross-training, the measurement of training impact, and training transfer. Maintains employee training records. Assists managers with the selection and contracting of external training programs and consultants.
- Participate in the conduct of investigations when employee complaints or concerns are brought forth. Advise managers and supervisors about the steps in the progressive discipline system of the company. Counsel managers on employment issues.
- Assist with the implementation of company safety and health programs. Track and post OSHA-required data and files reports.
- Protect the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations.
- Comply with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintain minimal company exposure to lawsuits.

- Assist with employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.

Role Requirements

- General knowledge of employment laws and practices.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.
- Effective oral and written communication.
- Excellent interpersonal and coaching skills.
- Evidence of the practice of a high level of confidentiality.
- Excellent organizational skills.
- A valid driver's license. Your own transportation is highly desirable as you'll occasionally have to attend evening and weekend events on behalf of the company.

Education and Experience

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent.
- Three to five (or more) years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations preferred.
- Professional in Human Resources (PHR) certification preferred, not required.

Supervisory Responsibility

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for all employees.

Work Environment

This job operates in a professional office environment as well as in a warehouse environment. This role routinely uses standard office equipment such as computers, photocopiers and smartphones.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday, normal business hours, up to 45 hours weekly.

Please learn about us and follow the instructions on HOW TO APPLY for this full time position at: <http://www.secondchanceinc.org/employment-opportunities>. No phone calls, please.

Second Chance is an Equal Opportunity Employer.