

# HUMAN RESOURCE GENERALIST

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting the day-to-day operations of the HR Department. This position carries out responsibilities in the following functional areas: payroll processing, benefits administration, employee relations, training, onboarding, policy implementation, recruitment and employment law compliance.

## Essential Functions

- Weekly payroll processing and reporting; Performs project work related to HR
- Administers various HR plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual
- Participates in developing department goals, objectives and systems
- Performs benefits administration, including claims resolution, change reporting and communicating benefits information to employees
- Conducts recruitment effort for all personnel; conducts new-employee orientations; and writes and manages job postings
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed
- Maintains human resource information system records and compiles reports from the database
- Maintains compliance with federal, state and local employment and benefits laws and regulations
- Provide coaching and conflict resolution to managers and employees, and work with other members of the HR team to make recommendations for improvements
- Record and manage employee information such as, but not limited to, personal data, compensation, benefits, tax data, attendance, performance evaluations and termination information
- Process unemployment claims and assists in appeals when needed
- Clearly present information and prepare reports for management

## Education and Experience

- Bachelor's degree in Human Resources or related business degree or equivalent combination of educations, experience and training.
- Zero to Three years progressive Human Resources experience required.
- PHR/SPHR or SHRM-CP/SCP highly desirable, but not required.

To apply email your resume to  
[humanresources@uwprovision.com](mailto:humanresources@uwprovision.com)

