

Employee Name:



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

**Job Description
HR Generalist**

Reports To: Human Resources Manager	Location: 1
Type of position: Hourly	Grade: 28
Benefits Eligible: Yes	ID: 106
Routine Driver: Yes	Tier: 1
EEOC Classification: Admin Support	

Position Summary

Recruit and screen job candidates, maintain HR systems and data bases, build and break down employee files, prepare training materials, provide new hire orientation, complete monthly regulatory reports and screenings, perform general administrative tasks as assigned and assist with reception.

Qualifications

Two years of relevant experience in HR are required. Considerable experience screening a high volume of candidates is preferred. Must be able to learn systems quickly, handle a high level of detail and manage follow up. Must be able to demonstrate a high level of confidentiality and productivity. Experience with Adobe form creation, Microsoft Access highly desired.

Physical Requirements

Sedentary Work: Prolonged periods of sitting, exerting up to 10 lbs. force occasionally

The minimum requirements of an employee in this position:

- Ability to perform repetitive tasks and/or motions such as a keyboard operation
- Ability to hear alarms/telephone/normal speaking voice
- Clarity of vision with/without corrective lenses

Other Requirements

- Furnish own transportation
- Keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The President/CEO of SHARE Foundation has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (M) Needs Improvement (NI) Not Met (NM)

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

Maintain Human Resource Systems and Records

Responsible for filing. Keeps records neat, in order and accurately labeled. Re-labels folders and filing cabinets as necessary. Annually prepare documents for storage and destruction.

Make necessary name and address changes for employees in all benefit and HRIS systems as they occur.

Breakdown files for terminated employees and complete the check list. Ensure all files are present including completed check list prior to moving folders.		
Cross train to breakdown terminated employee benefit files, cancel benefits and prepare COBRA notification packages and process as applicable within 10 days of termination in the absence of the HR Manager		
Cross train to send 401K retirement plan distribution package when participation employees terminate in the absence of the HR Manager.		
Monthly review employee membership reports from HFC and Audit add-ons to Cyma and Membership spreadsheets, Report discrepancies to HR Manager		
Maintain I-9 binders when employee are hired and terminated		
Prepare and email monthly evaluation packages to supervisors, Process, document and file completed packages when they are returned. Ensure all pieces are returned and all training is complete. Change dates in CYMA for the next evaluation period		
Prepare and email monthly employee document expiration reports to supervisors. Run mid-month reports and send out reminders		
Monthly complete required back ground screenings <ul style="list-style-type: none"> • Office of inspector general • Sex Offender registry • Background check • Licensure expiration and renewal Accurately complete, document and file results into systems.		
Responsible for ensuring bulletin boards at all locations have all required posters by performing a quarterly audit and completing documentation of findings. Scan and file results on server		
Work with Interfaith Clinic Patient Care Manager to coordinate Hepatitis B Vaccinations for employees, Follow up with employees who don't make appointments. Maintain shot records in the confidential record.		
Announce all new hires internally no later than five working days after hire date.		
Enter payroll action forms (PAFs) into CYMA in the absence of the HR manager.		
Practice good time management. Effectively use "down" time for audit and maintenance to ensure accuracy and completion of work.		
Cross train and periodically process payroll. Process payroll on the absence of the HR Manager.		
Assist with general HR and VIP department functions		
Answer the phone, send calls to voicemail, and email questions when you can to help the work flow of people in the office.		
Log New Hire Requisitions, prepare and distribute Internal job postings (email, bulletin boards)		
Produce and place external advertisements for all openings maintaining budgets and professional continuity. Research and utilize multiple sources for advertisements. Ensure that all advertisements contain required footnotes.		
Receive, scan and log employment applications into tracking systems. Keep application archived data up to		

date and current. Yearly move old apps to storage for destruction according to retention policy		
With the oversight of the HR Manager qualify and disqualify applicants with documentation. Follow internal HR hiring procedures.		
Complete reference checks according to procedure prior to releasing candidates for interviews.		
Escort candidates for pre-employment drug testing as requested.		
After final candidates are selected, coordinate pre-hire visits to HR, collecting all information and documents prior to pre-employment screening. Explain the process, candidate rights and conditions of employment.		
Complete all pre-hire screenings, collecting all results prior to scheduling orientation.		
Coordinate and provide New Hire Orientation		
Develop and maintain basic knowledge and understanding of all employee benefits offerings to help field employee calls and questions		
Assist employees with email and ESS issues; reset passwords etc.		
Assemble employment records after orientation, and assist with new hire data entry as directed.		
Audit "new" employee folders after entry is complete and make sure all components are present before filing		
Prepare "Pre-Hire" packets for pre-employment screening.		
Prepare New Hire packets for Orientation		
Prepare OSHA Training packets for orientation in advance, Grade and file annual OSHA training tests follow up when tests are failed. Complete annual audit of training records.		
Coordinate the annual review of the Exposure Control Plan, with executive directors, maintenance, environmental services and administrative staff		
Prepare benefit enrollment packets in advance		
During weekly scheduled time, perform general administrative work as assigned by the VP of Community Impact complete work timely.		
Adhere to Policies and Procedures and IMPACT Values		
Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Exhibit professional behavior. Verbal and written communication must exhibit tact, and diplomacy.		
Maintain the absolute confidentiality of payroll information, personnel issues, employee illness information and any and all other SHARE Foundation business that may be overheard. Do not repeat or share information with other employees that do not need to know that information to do their job.		
Assist with answering the phone and sending calls to voicemail.		
Abide by and adhere to all SHARE policies and		

procedures		
Provide proof of current valid driver's license and current automobile insurance to SHARE administration when requested.		
Cross train in all other areas of the HR office		
Perform all other duties as assigned or requested.		

This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.

Evaluation Summary

Met last year's goals:

Evaluation Goals for Up Coming Year:

- 1.
- 2.
- 3.
- 4.

Recommendations:

Employee Comments:

Employee Signature:

Date:

Supervisor Signature:

Date:

ED Review:

HR Review: