
Job Title: Human Resources Generalist

Department: Administration

FLSA Classification: Salary Non-Exempt

Reports to: Administration Director

Hours: Full Time 32 hours per week.

JOB SUMMARY

This position is an active member of the leadership team and is responsible for managing the organization's human resources administration. Be a resource to directors and managers, administer employee records, ensure compliance with labor laws and regulations. Work under the direction of the Administration Director on HR issues, policy revisions and work collaboratively with our third-party HR.

ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities

Human Resources

1. Administer employee benefits programs including health, dental, life, supplemental insurances, flexible spending account, sick, vacation and personal days, COBRA, Group Benefits Manager, unemployment (including maintaining records of and communicating to all appropriate parties (payroll, carriers, brokers and staff regarding enrollments), changes and cancellations. Maintain employee retirement plan.
2. Maintain human resources records and procedures in paperless system including personnel files, job descriptions, employee appreciation and employee benefit programs. Maintain, perform and respond to Labor & Industries claims, social security administration records, DSHS hiring reporting, background checks and training record to meet contract requirements.
3. Work with 3rd party HR to maintain an annual updated Policy Manual. Review for efficiency and revise, as needed, agency wide and program specific policy and procedures. Include Director of Administration and CEO on final drafts. Bring policy changes to leadership and Directors for approval as needed. Maintain and oversee distribution and training of agency policy and procedures.
4. Research and advise leadership team members on human resource issues. Be available to Leadership for HR issues and questions on company policies. Work directly with Directors and Managers regarding support with difficult staffing situations and complex HR issues to facilitate concerns and implement resolution while keeping Director of Administration and CEO informed of major concerns. Coordinate feedback loop for employees and provide timely responses.
5. Assure confidentiality of all employee information.
6. Provide agency orientation for new hires including necessary paperwork, background checks, issuing keys, setting up personnel file, benefit eligibility.
7. Review job descriptions annually for formatting and consistency across the agency.
8. Work with outside HR agency on staff issues including exit interviews. Seek advice and guidance when needed. Use 3rd party HR and liability insurance carrier as a backup for any HR needs. Refer staff to 3rd party HR for issues and questions on company policies.
9. Attend appropriate training to stay current with HR issues.

Administrative Functions

10. Participate as a member of the leadership team to ensure consistency of policies and procedures across programs. Participate actively and meaningfully in team discussions and decisions regarding Sherwood as a whole and any of its programs and departments. Take official minutes.
11. Provide reports of staff turnover and performance reviews annually to Directors team. Coordinate wage scale updates from survey and work with recruiter in other comps and provide updates to Director of Administration and CEO during process.
12. Assist with any needs in the Annual Audit Process and monitoring.
13. Assist with the CARF accreditation process.
14. Participate as a member of the Safety Committee scheduling regular fire drills in all Sherwood offices.
15. Back up on Payroll/Paylocity

MINIMUM QUALIFICATIONS

1. Education
 - Required:
 - High School diploma or equivalent
 - HR experience, and/or certificate
 - Desired: Associate's or Bachelor's degree in related field
2. Experience
 - Two to four years' experience and/or training related to human resources and payroll administration.
 - Supervisory experience preferred.
 - Current WA State leave and benefits knowledge required.
3. Other required Knowledge, Skills, and Abilities:
 - Proficient in PC computer applications, including Microsoft Office Suite, accounting software, web browsers, and e-mail software.
 - Strong organizational and administrative skills.
 - Ability to prioritize tasks and manage time effectively.
 - Good record keeping and financial management skills.
 - Positive attitude and ability to develop relationships to be a team player.
 - Effective communication skills and the ability to interact professionally with a diverse group of clients and staff.
 - Sensitivity to issues of people with disabilities and their families.
 - The person who fills this position must pass a DSHS criminal background clearance,

- Valid driver’s license, reliable transportation with insurance coverage sufficient to cover potential liability. An acceptable three year motor vehicle report and the continuous retention of an acceptable three year motor vehicle report.

EQUIPMENT USED

- General office equipment, including phone fax and copy machines, computers, printers, etc.
- Computer with Microsoft Office Suite software and Payroll software, etc.

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

1 Mental Effort

- Sherwood offers a positive work environment that this position, as part of the leadership team, would need to cultivate through positive leadership and a responsible, consistent work ethic
- This position requires decision making, precision, troubleshooting and follow-through.
- Ability to prioritize and multi-task.

2 Physical Requirements

- Able to comfortably work in an office environment, including sitting for extended periods of time, moving about campus, as needed, and communicating clearly.
- May include stooping, kneeling, reaching and lifting items up to 20 pounds.

3 Working Conditions

- Indoor office environment and community settings.
- Sitting, standing, mobility.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

The job description does not constitute a written or implied contract of employment. Sherwood Community Services reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency’s mission “to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities.” The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran’s status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.