# Job Description
## Human Resource Generalist

**Exempt:** Yes

**Salary Range:** $50,000 - $55,000

**Reports to:** Chief People Officer

**Department:** Human Resources

**Program:** Administration

**Location:** Phoenix/Tucson

**Position Type:** Full-Time

## General Description
Under the general supervision of the Chief People Officer (CPO), the Human Resource Generalist will utilize kindness and good judgment to run the daily functions of the Human Resources (HR) department including recruitment, administering pay, benefits, and leave, and ensuring compliance with company policies and practices.

## Essential Duties and Responsibilities include the following:

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<td>Provide exceptional customer service regarding day-to-day HR functions and inquiries on policies, procedures, and processes. Maintain a hands-on approach to educating all levels of staff on HR policies and procedures.</td>
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<td>Proactively identify opportunities to improve the employee experience and HR processes and incite change that results in meeting or exceeding goals as described in current strategic plan.</td>
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<td>Perform routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; grievances and investigations; performance and talent management; recognition and morale; diversity, equity and inclusion; worker’s compensation; and training and development.</td>
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<td>Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance; ensure changes are effectively communicated to employees.</td>
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<td>Coordinate with hiring supervisors to post open positions, understand skills and competencies required for open positions and screen applications as needed. Assist with recruiting and selection process of new hires. Conduct or acquire background checks, employee eligibility verifications and reference checks.</td>
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<td>Maintain employee information including wage verifications, legal information, family medical leave, worker’s compensation data, 401(k) retirement data and employee benefit information in a confidential, organized and legally compliant manner.</td>
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Assist in the design, implementation, and tracking of training deliverables.

Handle employment-related inquiries from applicants, employees, and supervisors, conferring about complex and/or sensitive matters with the appropriate staff.

Attend and participate in employee disciplinary meetings, terminations and investigations.

Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

**Supervisory Responsibilities:** The Human Resource Generalist may have supervisory responsibilities in accordance with the organization and department needs.

**Qualification Requirements:**
To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LSS-SW Core Values for team members include:
- Commitment to and passion for the Lutheran Social Services mission.
- Willingness to embrace change, personal responsibility and collaboration.
- Team player, self-starter, strong interpersonal skills, and ability to work with diverse populations across program areas.
- Demonstrated strong verbal and written communication skills.
- Project management skills that include organizing, multi-tasking, prioritizing and meeting deadlines.
- Understanding and appreciation for a philanthropic culture and faith-based non-profit agencies.
- Working knowledge of various payroll and HRIS software.
- Understanding and appreciation of a philanthropic culture.

**Required Skills/Abilities:**
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to read, analyze, and interpret common technical journals, benefit plan documents and legal documents.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.
- Bilingual in English and Spanish preferred.

**Education and/or Experience**
- Bachelors degree in Human Resources, Business Administration, or related field required.
● At least three years of human resource management experience.
● SHRM-CP a plus.

Physical Demands/Work Environment
The physical demands and work environment characteristics here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

● While performing the duties of this job, the employee may be required to sit or stand for long periods of time.
● The employee must be able to access and navigate each department at the organization’s facilities.
● The employee frequently is required to use hands to hold objects and operate office equipment.
● The employee is required to be able to listen and communicate effectively.
● The employee may be required to occasionally lift and/or move up to 25 pounds.
● The noise level in the work environment varies with the activity level of the facility.
● Ability to work within the mission of LSS-SW.