



JOB TITLE: HR Generalist
REPORTS TO: Director of Human Resources
FLSA STATUS: Non-Exempt
JOB OVERVIEW: This position provides support to the Director of Human Resources, physicians, managers, and employees of The Doctors Clinic.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Human Resources/Employee Relations:

1. Participates in developing department goals, objectives, and system to reflect the current needs of the organization.
2. Maintains compliance with federal and state regulations in employment practices.
3. Acts as resource for managers and employees for general employee relations matters, including coaching, counseling, and discipline. Keep HR Director informed of issues beyond scope of own authority and/or experience.
4. Assists in interpreting collective bargaining agreements and participate in Step 1 labor relations grievances with managers.
5. Maintains union relationship in the areas of contract compliance, including reporting information required by current contract language and initiating salary increase actions.
6. Manages unemployment claims through 3rd party vendor, including responding to information requests and representing the organization in unemployment hearings.

Benefit Administration:

1. Administers employee benefit programs, including medical, dental, vision, health savings accounts, health reimbursement accounts, life insurance, AD&D, and retirement plans.
2. Processes enrollments, terminations, changes, and disability, accident, and death claims. Issues timely COBRA notifications.
3. Reviews monthly benefits billing and audits the enrollment and premiums to HRIS enrollment. Submits approved invoices to finance for timely payment.
4. Coordinates and communicates annual benefits Open Enrollment activities, including creation of informational documents and scheduling of staff meetings.
5. Manages and tracks FMLA and other leaves of absence.
6. Organizes wellness activities and challenges throughout the year.

HRIS:

1. Using ADP, inputs new hires, terminations and changes and tracks and communicates the renewal of all clinical staff licensure and certifications.
2. Creates and distributes requested reporting.

Other duties:

3. Facilitates employee recognition program and monthly employee service awards.
4. Participates in approved compensation and benefit surveys.
5. Maintains confidentiality of sensitive information.
6. Documents work processes as required.
7. Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience

1. Bachelor's degree in Human Resources, Business Administration or related field.
2. PHR or equivalent certification, preferred.
3. 5 years progressively responsible HR experience or combination of education and experience.

Skills:

1. Excellent time management, organizational and project management skills
2. Strong customer service orientation and attention to detail
3. Excellent interpersonal and written and verbal communication skills
4. Ability to research and analyze various different types of data.
5. Ability to make recommendation to effectively resolve problems or issues, using judgment that is consistent with standards, policies, regulations and employment law.
6. Strong team player
7. Discretion in handling confidential information
8. Computer proficiency: Outlook, Word, Excel

Other Requirements:

1. Must convey a professional demeanor.
2. Must be able to act calmly and effectively in a busy or stressful situation.
3. Ability to communicate effectively in the English language in person, by phone and in writing.
4. Requires adherence to all policies and procedures, including standards for safety, attendance, punctuality and personal appearance.
5. Must be able to establish and maintain effective working relationships with managers and peers.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.

Other: Requires frequent bending, reaching, standing, walking, squatting and sitting, pushing and pulling exerted regularly throughout a regular work shift. Requires manual dexterity to operate equipment and perform manual responsibilities.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the above job description and understand the functions and objectives of this position.

Employee Signature: _____ Date: _____

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER