

# Human Resources Generalist

This position is: OPEN

**Job Number:** 404 **Posted:** 9/14/2020 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

## Position Summary

This position reports to the Chief Human Resources Officer and under general supervision, administers and coordinates recruitment, soft payroll support, employee relations and classification, compensation assessment and review, performance management, and annual survey assessment and submission. In addition to providing administrative and data support to Human Resources, payroll and the finance team.

## Responsibilities

### Position Responsibilities

1. Develops effective and cost efficient recruitment strategies for diversity and inclusion for qualified applicants.
2. Develops and maintains resources of diverse online recruitment portals and products in order to identify potential applicants.
3. Ensures that hiring processes comply with University guidelines and policies by providing education to hiring authorities and search committees.
4. Interfaces with various departments/divisions to ensure the proper classification of positions and provide salary analysis data to departments as necessary.
5. Communicates with departments in collaboration with finance on compensation assessments and benchmark reviews as necessary for current and vacant positions.
6. Consults with departments and payroll on the planning and processing of proposed hiring authorizations, compensation offers, market and equity salary adjustments, supplemental compensation, etc.
7. Conducts classification reviews to establish new or revise existing positions for exemption status, position classification and/or salary assessment.
8. Consults with managers/employees regarding employee relations concerns and issues, such as management and employee rights and responsibilities and best practices designed to reduce conflict and litigation.
9. Consults with department managers on performance management issues, such as 90 Day evaluations, performance evaluation systems, write ups, and performance improvement plans.
10. Counsels' managers in the use of performance management forms, corrective action plans, and establishing disciplinary actions in collaboration with the CHRO as needed.
11. Facilitates conflict resolution, conducts mediations, and advises management/employees on the process and requirements of the University dispute resolution process.

12. Assists with development of the employee events such as the reward and recognition initiatives, Open Enrollment and any other HR sponsored event.
13. Assist fellow colleagues and team members with HR functions or administrative supports as needs arise.
14. Manages data entry and soft payroll processing for staff/faculty records into the Colleague system and census as well as assisting with reviewing employee payroll for process improvements, contract templates, database structure while addressing compliance or other concerns;
15. Serve as the liaison for ACA reporting while assisting in monitoring ACA tracking process; providing reports as needed;
16. Process the annual reporting and tracking requirements for the 1094 and 1095 forms.
17. Embodies values of caring and compassion, justice and integrity, competence and affirmation.
18. Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.
19. Other duties as assigned.

## Qualifications

### III. Qualifications

- Bachelor's degree in Personnel, Business or Public Administration and/or four years of professional human resources experience;
- Any equivalent combination of experience, education and/or training approved by Human Resources;
- Knowledge of and skill in applying the principles, practices and procedures of human resources administration in the areas of recruitment and employment, compensation and classification, employee relations, and employee reporting.
- Knowledge of and skill in interpreting and applying state and federal statues and applicable rules and regulations related to the management of human resources.
- Knowledge of statistical methods and concepts and other analytical tools used in human resources processes.
- Strong written and verbal communications skills.
- Strong ability to work in a fast-paced environment with multiple deadlines.
- Strong computer skills in Microsoft Office, excel and previous experience working with an HRIS system is desired.
- Superior skills in organizing, tracking and prioritizing assignments and tasks.
- Ability to work quickly, under pressure and to deadlines.
- Eye for detail and identifying problems, troubleshooting, problem solving and analytical skills.
- Ability to work well in a team environment.

## About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

## Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

## Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.