



## HR Generalist

### **Classification**

Exempt

### **Reports to**

Human Resource Director

### **Date**

04/7/2017

### **JOB DESCRIPTION**

#### **Summary/Objective**

The human resource generalist performs HR related duties at the professional level in some or all of the following areas: employee relations, training, recruitment/employment, affirmative action, diversity, performance management and payroll functions. This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. The generalist must be sensitive to corporate needs, employee goodwill and the business needs.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administers various human resource plans and procedures for all bank personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook.
2. Participates in developing departmental goals, objectives and systems.
3. Develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
4. Conducts recruitment effort for all exempt and nonexempt personnel; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements.
5. Participates in administrative staff meetings and attends other meetings and seminars.
6. Maintains company organizational charts and the employee directory.
7. Maintains human resource information system records and compiles reports from the database.
8. Maintains compliance with federal, state and local employment and benefits laws and regulations.
9. Maintains all employee and applicant documentation as dictated by governing agencies.
10. Manages and tracks all employee disciplinary action.
11. Coaches, counsels and guides managers before executing employee disciplinary actions.
12. Assists with recruitment tasks as needed (reviews applications, interviews).
13. Monitors tardy and absenteeism reports and ensures proper documentation is issued on employees who have excessive tardiness or absenteeism problems.
14. Maintains employee personnel files.

15. Maintains, updates and distributes the employee phone list.
16. Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
17. Distributes and monitors employee performance evaluations and ensures they are done in a timely manner.
18. Updates, monitors and maintains eligible salary adjustments/increases.
19. Reports, maintains and monitors all workers' compensation case files; follows-up on open cases.
20. Maintains and coordinates employee recognition programs.

### **Competencies**

1. Business Acumen.
2. Communication.
3. Consultation.
4. Critical Evaluation.
5. Ethical Practice.
6. HR Expertise.
7. Relationship Management.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

While performing the duties of this job, the employee regularly works in an office setting.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required.

### **Travel**

Local travel to various worksites is required.

### **Required Education and Experience**

1. Bachelor's degree in Business Administration or Human Resources.
2. Minimum of three (3) years' experience in human resources.

### **Preferred Education and Experience**

1. Human resource experience in the banking industry.
2. Three to five years of HR generalist experience.

## **Additional Eligibility Qualifications**

1. HRCI and/or SHRM Certified preferred.

### **AAP/EEO Statement**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Contact Information**

For more information or to apply for this position, please contact Jackie Henson, Vice President, at 228-435-8206 or send your resume to [jhenson@thepeoples.com](mailto:jhenson@thepeoples.com).