

## **HUMAN RESOURCES GENERALIST (posted 8/7/15)**

### **Summary/Objective**

Growing Neptune-based consulting firm is seeking a Human Resource Generalist (HRG) to provide HR support on a part-time or consulting basis up to 25 hours per week. The HRG will be responsible for performing HR-related duties on a professional level and work closely with senior management in supporting the needs of three Professional Practices (divisions). This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

### **Essential Functions**

1. Administers various HR plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
2. Participates in developing department goals, objectives and systems.
3. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
4. Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
5. Develops and maintains affirmative action program; files EEO-1 report annually; maintain other records, reports and logs to conform to EEO regulations.
6. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program and writes and places advertisements.
7. Handles employee relations counseling and exit interviewing.
8. Participates in administrative staff meetings and attends other meetings and seminars. Maintains company organization charts and the employee directory.
9. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
10. Maintains HR information and records and compiles reports to support HR needs.
11. Maintains compliance with federal and state regulations concerning employment.
12. Performs other related duties as required and assigned.

### **Competencies**

1. Human Resources Capacity.
2. Problem Solving/Analysis.
3. Project Management.

4. Communication Proficiency.
5. Ethical Conduct.
6. Time Management

### **Supervisory Responsibility**

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for our managers and professional staff.

### **Work Environment**

This job operates in a professional office environment.

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

This is a part-time/contract position, with the potential of transitioning to full-time. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Little to no travel is expected for this position.

### **Required Education and Experience:**

A bachelor's degree and three to five years HR experience, or a master's degree in human resource management and two years' experience in the HR field, or seven years of experience in the HR field, or any similar combination of education and experience.

**Additional Eligibility Qualifications:** SHRM-CP or SHRM-SCP certification is a plus.

### **How to Apply:**

Submit resume (in MS Word format) with hourly rate requirement to [HR@mahernet.com](mailto:HR@mahernet.com)