



Position: Human Resource Generalist
Department: Human Resources
Supervisor: Director of Human Resources

ABOUT COMPASSION-FIRST PET HOSPITALS:

Compassion-First Pet Hospitals is revolutionizing how veterinary practices connect with one another. We are driven by a mission to provide the very best medicine and services to pets and their owners, while empowering individual growth and advancement within our family of employees. Compassion-First hospitals retain their unique identities and autonomies regarding medical decisions, while benefiting from the opportunity to share knowledge and maximize their resources as part of a dynamic network.

We are Compassion-First because we put compassion first. It guides everything we do. We are committed to treating each family with kindness and sensitivity as we lead them through the best options for their pet's comfort and quality of life. We foster a culture of respect, communication and cooperation among colleagues and staff, and in our daily interactions with the rDVM community. Most importantly, we know that the key to excellent patient outcomes is found through collaboration that is rooted in compassion. We are committed to these principles and are changing the veterinary landscape with our unique approach.

GENERAL PURPOSE

Responsible for Human Resources activities and support in multiple hospital locations. These activities include, but are not limited to: employment, employee relations, training and development, policy development and interpretation, onboarding, and employment law compliance.

ESSENTIAL JOB FUNCTIONS

- Maintain employee-related databases. Prepare and analyze reports that are necessary to carry out the functions of the department. Prepare periodic reports for management, as necessary or requested.
- Act as liaison between staff and management for guidance regarding company policies, practices, and regulations. Provide advice, assistance, follow-up, and documentation.
- Ensure timely onboarding and conduct new employee orientation.
- Support employee recruitment, hiring, and ongoing evaluation of staffing needs.
- Manage Leave of Absence process, including FMLA administration.
- Ensure compliance with USCIS Form I-9 Employment Eligibility Verification, complete periodic audits of forms, manage updates and retention of records.
- Present company benefits package to new employees. Assist Benefits Administrators with employee eligibility dates for plans. Conduct hospital-wide presentations during the annual open enrollment process.



- Comply with federal, state, and local requirements by staying up to date with existing and proposed legislation.
- Advise department managers and supervisors about the steps in the progressive discipline process.
- Act as liaison with payroll department on Paid Time Off (PTO) accruals and pay policies.
- May be required to complete payroll or serve as back up for payroll processing.
- Answer inquiries from inside and outside of Compassion-First involving employment verification.
- Conduct exit interviews in a timely manner. Make recommendations for retention initiatives.
- Maintain employee files in accordance with best practices.
- Update organizational charts on a weekly basis for designated locations.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Ensure job descriptions are written and signed for all positions.
- Report and manage Workman's Compensation claims.
- Additional duties as assigned.

QUALIFICATIONS

- Bachelor's degree or equivalent.
- Minimum of five years of Human Resource experience.
- Professional in Human Resources (PHR) or SHRM certification preferred.
- General knowledge of employment laws and practices.
- Experience in the administration of benefits.
- Effective verbal and written communication. Ability to present to groups.
- Excellent interpersonal and coaching skills.
- Evidence of the practice of maintaining a high level of confidentiality.

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

- Must be willing to work long or irregular hours under pressure conditions.
- This position requires the ability to walk, bend, stand and reach frequently during a minimum 8-hour day.



- Visual acuity sufficient to maintain accurate records; recognize people and understand written directions.
- Ability to speak and hear sufficiently to understand, give information in person and over the telephone.
- Fine motor skills adequate for utilizing office equipment such as facsimile machines, copiers and computer keyboards.
- Ability to travel to multiple locations.

Please send your resume and salary requirements to Nicole.Roberts@CompassionFirstPets.com