



## JOB DESCRIPTION

<b>JOB TITLE:</b> Human Resources Generalist	<b>FLSA Status:</b> Exempt
<b>COMPANY:</b> Bentley Labs	<b>REPORTS TO:</b> Director of Human Resources
<b>DEPARTMENT:</b> Human Resources	<b>EFFECTIVE DATE:</b> 02/26/2020

**SUMMARY:** The Human Resources Generalist administers the human resources program, including labor and employee relations, recruitment and selection, classification and compensation, employee benefits, safety and employee training. Assist with ensuring compliance with uniform guidelines, federal, state and local ordinances pertaining to labor relations and recruitment and selection processes. Provides effective guidance to management on the interpretation and administration of the collective bargaining agreement and Bentley's relevant policies and procedures.

### **DUTIES AND RESPONSIBILITIES:**

#### ***Development of the Human Resources Department***

- Assists with the ongoing development and administration of programs, procedures and guidelines to help align the workforce with the strategic goals of the company.
- Helps develop department goals, objectives and systems.
- Participates in departmental meetings and attends other management meetings, as necessary.
- Contributes to company committees such as health and wellness, safety, culture, and special events.

#### ***Compensation:***

- Work with management and/or associates to educate/counsel on effective use of Total Reward programs and tools.
- Partners with management to effectively address unique situations or needs.
- Provides creative solutions to help the business, while remaining cognizant of internal and external issues.
- Conduct other business analyses, studies, and projects as requested

#### ***Health & Benefits***

- Assists with open enrollment.
- Administers disability and worker's compensation claims.
- Manages leave of absence including STD and LTD leave.

#### ***Recruiting***

- Assist Talent Acquisition with full-cycle recruiting and coordination of positions including job postings, development of sourcing strategies, screening/interviewing candidates and formulating offer letters.
- Work closely with hiring managers in the development of recruitment and selection plans including intake meetings and frequent communications throughout life cycle of recruitment process.
- Provides support and consultation for hiring managers on specific recruiting information, i.e., behavioral interviewing, assessment of candidates, etc.
- Creates and maintains company job descriptions.

#### ***Onboarding and Off-boarding***

- Works with team lead/hiring supervisor to establish start date once employee is cleared for hire.
- Develops and maintains an effective orientation program and 90-day review process for new employees.
- Conducts thorough exit interviews and analyzes feedback to identify trends, escalate important matters and make recommendations to management.

#### ***Human Resource Information Systems***

- Fully utilizes Human Resources software to produce, analyze and report on metrics that are critical to the department and help inform overall business decisions.

#### ***Training and Development***

- Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Supports the selection and contracting of external training programs and consultants, as needed.



- Contributes to the implementation of employee development programs.

#### **Employee Experience - Onboarding, Benefits, Employee Relations & Performance Management**

- Supports the administration of all HR-related responsibilities, including but not limited to: onboarding, performance management, benefits, training programs, employee relations, compliance, and terminations. Conduct ongoing communication to ensure employee engagement and morale.

#### **QUALIFICATIONS:**

- Bachelor's degree in related field; PHR or SPHR Certification;
- Advanced knowledge of functional area and understands how work impacts other areas of business
- ADP Workforce Now knowledge preferred

#### **COMPETENCIES:**

- **Interpersonal Skills**—Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Diversity**—Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics**—Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Strategic Thinking**—Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Judgment**—Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Professionalism**—Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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(Print Name)

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(Signature)

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(Date)