



Job Description

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Human Resources Generalist
Department: Human Resources
Reports to: Director of Human Resources/Payroll
Hours: Full-time
FLSA: Exempt

Position Summary:

The Human Resources Generalist manages the day-to-day operations of the Human Resource office and support the Director of HR in the administration of the human resources policies, procedures, and programs. The HR Generalist carries out responsibilities in the following functional areas: departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and employment.

Responsibilities:

Employment

- Manages the recruitment process for all employees using the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Reviews resumes for all candidates and ensures proper screening based on position requirements.
- Works with managers to ensure timely completion of all new hire paperwork, job requisition forms and other paperwork related to onboarding new staff.
- Ensures exit interviews are scheduled for all exiting employees.

Human Resource Information Systems

- Manages the maintenance of the Human Resources related sections of Internet sites, particularly recruiting, culture, and company information.
- Maintains employee-related databases. Prepares and analyzes reports that are necessary to carry out the functions of the department and company. Prepares periodic reports for management, as necessary or requested.
- Fully utilizes Human Resources software to the company's advantage.

Training and Development

- Assists with the implementation of the performance management system that includes performance improvement plans (PIPs) and goal setting.
- Assists with the establishment of an employee training system that addresses the company's training needs, including conducting training needs assessments, new employee orientation and onboarding, management development, and the measurement of training impact.
- Oversees the maintenance of employee training records.

Employee Relations

- Participates in the conduct of investigations as needed when employee complaints or concerns are brought forth.
- Assists with the implementation of company safety and health programs OSHA posting compliance

Benefits

- Works with Benefits and Safety Coordinator to develop and schedule benefits orientations and other benefits related training.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

Development of the Human Resources Department

- Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Participates in developing department goals, objectives, and systems.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Assists to establish departmental measurements that support the accomplishment of the company's strategic goals.

Other

- Complies with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act(FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations
- Assumes other responsibilities as assigned by the Human Resources Director.

Qualifications:

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent. Master's degree preferred.
- Two to four years of progressing leadership experience in Human Resources positions.
- Professional in Human Resources (PHR) certification preferred, not required.
- Experience with ADP payroll.
- General knowledge of employment laws and practices.
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping.

- Effective oral and written communication.
- Excellent interpersonal and coaching skills.
- Evidence of the practice of a high level of confidentiality
- Excellent organizational skills.

To Apply:

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: jobs@unionsettlement.org . Please indicate Human Resources Generalist in subject of e-mail. Submissions without salary requirements will not be considered.

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