



Human Resource Generalist Job Announcement

This is a Full-Time position – Benefits Eligible - Salary: \$21.00 per hour

FLSA Classification: Non-Exempt Open: September 9, 2021 Closed: September 23, 2021

Summary: Under direction of the Director, Human Resources, the HR Generalist is responsible for performing a wide variety of Human Resource operational activities. Specific duties include supporting the areas of recruitment, retention, learning and development, performance management, employee policy and procedure, records management, Human Resource Information Systems (HRIS), and legal compliance.

Education / Experience: Bachelor's Degree in related field preferred; PHR, SHRM-CP or an equivalent certification preferred; Associates Degree in related field required.

A minimum of three years (3) years of Human Resource experience required; Human Resources Generalist background preferred with some experience in the areas of recruiting, employment, compensation, benefits, organizational development, employee relations, and learning and development.

Required Licenses, Certifications and/or Registrations: Applicants must have a current Florida Driver's license, reliable transportation, satisfactory criminal records check for abuse and neglect, negative TB skin test, drug testing as required and state required minimum vehicle insurance and uninsured motorist insurance.

Essential and Non-Essential Duties and Responsibilities:

- Supports all Human Resource activities including, but not limited to employee relations, reward and recognition, training/development, reporting, and compliance.
- Establishes effective partnerships with various teams to facilitate the provision of strategic HR services. This will require frequent travel to centers.
- Facilitates pre-hire onboarding activities and new employee orientations, which includes coordinating, scheduling, and delivering HR-facilitated sessions.
- Engages in employee relations practices that establish a positive employer-employee relationship.
- Conducts investigations when employee complaints or concerns are brought forth, which includes counseling managers on employment issues.
- Coordinates the resolution of specific policy-related and procedural problems and inquiries, and recommend operating policy and procedural improvements when identified.
- Maintains Human Resource databases, computer software systems, and manual/electronic filing systems, which includes keeping employee data updated and accurate as well as providing technical support as requested.
- Drives assigned Human Resource projects to successful completion.
- Performs specific research/investigation into operational issues, which may include preparing and analyzing information to effectively carry out the functions of the HR team and Agency.
- Supports the employee leave management and worker compensation process including meeting with employees and managers, as needed.
- Participates in assigned meetings, events and training as required.

Non-Essential Duties:

- Provides back-up support to the Human Resource Director as required.
- Attends relevant workshops, seminars, and conferences to stay abreast of current HR trends and practices.
- Assists with managing employee communication and feedback mechanisms.
- Assists with the maintenance of accurate and complete employee personnel files.
- Serves on teams, committees, or projects workgroups as assigned.
- Performs any and all other duties (or functions) as assigned.

Education / Experience / Credentials: Bachelor's Degree in related field preferred; PHR, SHRM-CP or an equivalent certification preferred; Associates Degree in Human Resources or a related field is required.

A minimum of three years (3) years of Human Resource experience required; Human Resources Generalist background preferred with some experience in the areas of recruiting, employment, compensation, benefits, organizational development, employee relations, and learning and development.

Knowledge, Skills and Abilities: Must meet all Department of Children and Families requirements for employment.

- Knowledge of federal and state employment and benefit laws. Strong interpersonal and communication skills. Ability to analyze data and provide recommendations.
- Demonstrated ability to thrive in a fast-paced, dynamic environment; demonstrated flexibility to handle multiple priorities. Demonstrated attention to detail and maintaining the highest degree of accuracy is a must.
- Computer literacy skills, including proficiency in MS Office Apps; Proficiency with HRIS and ATS required; Experience with Kronos or other timekeeping software is preferred.
- Ability to interact effectively with people from diverse backgrounds.
- Visibility requires maintaining a professional appearance and providing a positive company image to the public.

A computer literacy assessment will be required.

PHYSICAL DEMANDS: This position requires the employee to be in a seated position. Repetitive movement of hands and fingers when typing and/or writing. Ability to talk and hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

If interested in applying, please complete the attached employment application and return to Human Resources. For more information, contact David Powell, HR Director, 850-438-4021 or email d.powell@capc-pensacola.org.

The Community Action Program Committee, Inc. is an EOE; participates in E-Verify; and Advocates for Diversity, Equity, and Inclusion