**SR. HUMAN RESOURCES GENERALIST / ASNY**

**POSITION:** SR. HR GENERALIST **DATE:** 3/6/2018

**DEPARTMENT:** HUMAN RESOURCES

**REPORTS TO:** JUNID SANCHEZ

**ROLE**

The Sr. HR Generalist is responsible for providing support to the Human Resources leadership in administering policies and programs in several of the following areas: change management, employment law, employee relations, labor law, labor relations, leave absence administration, organizational development, salary administration, performance management, data analytics and various other HR-related programs/initiatives.

**RESPONSIBILITIES**

* **EMPLOYEE RELATIONS**
* Conduct employee investigations, write investigation reports, and make discipline recommendations in consultation with HR leadership.
* Draft responses to EEOC complaints in partnership with HR leadership and Counsel.
* Maintain employee discipline files.
* Advise operators on the proper procedures for handling of employee-related matters to include discipline and performance improvement plans.
* Respond to subpoenas.
* **LEAVE MANAGEMENT ADMINISTRATION:**
* Administer all leave of absence programs across all companies, to include FMLA and ADA.
* Review all requests for extended leave for all employees to determine compliance with laws, policies and regulations.
* Analyze and respond to FMLA requests and inquiries, and requests for accommodation under ADA.
* Track and report on leave of absences in HRIS.
* Partner with Benefits Administrator and Payroll teams to secure benefit payments and employee payments during leave.
* **COMPLIANCE:**
* Conduct job analysis to ensure job description and positions are FLSA compliant.
* Manage compliance reports such as EEO1.
* Conduct audits to ensure overall compliance (such as I-9 and work card compliance)
* **HRIS:**
* Administrator and Subject Matter Expert of company’s HRIS systems: Talent Management, HR system, and Benefits.
* Maintains HRIS system records and create reports from the database.
* Audit data of all HR systems to ensure accuracy.
* Responsible for studying systems data and reporting on trends, developments, and opportunities company-wide.
* Lead annual wage survey analysis and prepare recommendations at all levels of the organization.

**REQUIREMENTS/QUALIFICATIONS**

* Minimum of five years of experience in Human Resources.
* Demonstrated experience in employee relations including investigation techniques and conflict resolution.
* Excellent critical thinking skills: ability to define problems, collect data, establish facts and draw valid conclusions.
* Demonstrated experience in leave absence management to include knowledge of processes and requirements based on local, state, and federal law.
* Intermediate or higher skill level with Microsoft Office and HRIS.
* Ability to work independently on a broad variety of projects.
* Excellent communication skills oral and written; able to communicate effectively with all levels within the organization.
* Strong presentation skills; advanced writing, reading and arithmetic skills.
* Able to exercise effective judgement, sensitivity, creativity to changing needs and situations.
* Able to establish and maintain healthy working relationships with people in course of work at all levels of the organization.
* Effective time management skills with the ability to prioritize multiple projects.
* Excellent customer service skills.
* Bilingual (Spanish/English) preferred

**WORK POSTURE REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DESCRIPTION** | **N/A** | **RARELY** | **OCCASIONALLY** | **FREQUENTLY** | **CONSTANTLY** |
| Sitting |  |  |  |  | X |
| Standing |  |  |  | X |  |
| Walking |  |  |  | X |  |
| Driving |  | X |  |  |  |
| Bending (from waist) |  | X |  |  |  |
| Crouching (squat) |  | X |  |  |  |
| Kneeling |  | X |  |  |  |
| Crawling |  | X |  |  |  |
| Climbing (stairs) |  | X |  |  |  |
| Climbing (ladder) |  | X |  |  |  |
| Twisting |  | X |  |  |  |
| Reaching |  | X |  |  |  |
| Writs Motion |  | X |  |  |  |

**CARRYING REQUIREMENTS**

|  |  |
| --- | --- |
| **ITEM** | **DESCRIPTION** |
| Items Carried: | Files, Office supplies |
| Distance: | 5 ft. |
| Times per day: | 5 |
| Maximum Weight: | 50 lbs |

**MOVING/LIFTING REQUIREMENTS**

|  |  |
| --- | --- |
| **ITEM** | **DESCRIPTION** |
| Items Moved/Lifted: | Files, Office supplies |
| Times Per Day: | 10 |
| Maximum Weight: | 50 lbs |

**MOVING/LIFTING LEVELS/HEIGHTS**

|  |  |
| --- | --- |
| **LEVEL** | **FREQUENCY** |
| Floor: | N/A |
| Knee: | N/A |
| Waist: | N/A |
| Chest: | N/A |
| Overhead: | N/A |

**PUSH PUL REQUIREMENTS**

|  |  |
| --- | --- |
| **ITEM** | **FREQUENCY** |
| Furniture: | N/A |
| Shampooer: | N/A |
| Vacuum: | N/A |
| Utility Cart: | N/A |

**ENVIRONMENTAL CONDITIONS**

|  |  |  |
| --- | --- | --- |
| **Condition** | **Yes** | **No** |
| Inside/Outside | X |  |
| Hot/cold Temperatures | X |  |
| Wet |  | X |
| Noise | X |  |
| Power Equipment | X |  |
| Traffic Hazards |  | X |
| Chemical Hazards |  | X |
| Heights | X |  |
| Dust |  |  |
| Close Quarters |  |  |
| Fumes/Odors |  |  |