

Second Harvest Food Bank of Central Florida Job Description

Title: Human Resources Generalist
Reports to: Director of Human Resources
Labor Grade: E-1
Date of Last Revision: May 15, 2017

Job Group Category: Exempt
Direct Reports: NA

General Summary:

The Human Resources Generalist will partner with the Director of Human Resources on a wide range of projects and tasks related to: recruiting, onboarding, employee benefits, compliance, projects and more.

Principal Duties and Responsibilities:

1. Assist with ongoing employee needs and handling of confidential Human Resources documents.
2. Create materials and correspondence for departmental communications.
3. Assist with the recruitment effort for SHFB team members including screening, scheduling, tracking and communications.
4. Assist in coordination of annual Open Enrollment for benefits.
5. Prepare materials for new hire orientation, interviews, and other departmental meetings.
6. Maintain database files to include payroll, time and attendance, and HRIS.
7. Assist in developing, implementing and maintaining policies and procedures.
8. Maintain organizational charts and staffing plans.
9. Maintain Human Resource Information System records and compile reports from database; prepare various weekly and monthly statistical reports for HR Department, Leadership and Executive Teams.
10. Maintain records including personnel files, leaves, trainings, etc., in accordance with regulations and guidelines.
11. Participate in the creation of departmental communications (announcements, newsletters, updates, etc.)
12. Maintain knowledge of HR policies, programs, laws and issues and coordinate the integration of programs as applicable.
13. Participate in a cross-functional team structure to ensure organizational priorities and goals are met.
14. Coordinate multiple projects that vary in complexity, size, and duration. Develop and implement work plans and related processes to ensure that project goals and objectives are met.
15. Participate in activities that strengthen existing, or guide the development of, new collaborations that advance SHFB's mission and the organizational culture.
16. Work collaboratively with SHFB team members and external partners to ensure strong working relationships.
17. Maintain safe, secure, and healthy work environment in conjunction with the Safety Manager.
18. Participate in special projects, training, and staff meetings or events, as requested.

Qualifications

1. Education – Bachelor level degree in Human Resources, Business or related field.
2. Professional certification (SHRM-CP or PHR) desired.
3. High level of proficiency in Microsoft Office is required.
4. Must possess strong oral and written communication skills.
5. Ability to represent Second Harvest Food Bank of Central Florida with professionalism when interacting with stakeholders.
6. Must be able to maintain confidentiality at all times.

Working Conditions

1. Normal office environment
2. Occasional temperature extremes of hot or cold in warehouse environment

Competencies

- **Attention to Detail**
 - Double checks work for accuracy
 - Verifies data or information before presenting it
 - Carefully reviews their written work for any mistakes
- **Communication**
 - Takes time to walk around and listen to employees
 - Uses multiple channels to get messages across to people
 - Is effective at determining the underlying meaning in a communication
- **Dependability**

Maintains “heart” and the courage of their convictions, even when the going is difficult

Takes responsibility for their own actions

Meets objectives, targets and deadlines

- **Drive/Motivation**

Finds different ways to explain what efforts are needed to achieve objectives

Looks for innovative ways to capture people’s enthusiasm about goals and objectives

Regularly share progress regarding goals and objectives to inspire people’s best efforts

- **Empathizing Ability**

Uses a variety of careful questioning approaches to help understand other people

Looks seriously at the feelings and emotions behind words

Works hard to understand where people are coming from

- **Listening**

Gives people complete attention when they are talking

Lets people share their views and opinions before offering their own

Listens to understand, rather than to reply

- **Taking Initiative/Responsibility**

Volunteers to help others without prompting

Actively looks for increased responsibilities

Is willing to be accountable for their decisions or actions

- **Teamwork Ability**

Builds “bridges” with other teams to maximize cooperation and consistency

Invites opinion from people who have different experiences or perspectives

Builds effective and balanced teams that are based on capability and potential

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skill required of personnel so classified.

Review/Approvals

Name:

Date: