



Job Title: HR Generalist
Department: Human Resources
Supervisor: Human Resources Director
FLSA Status: Exempt
Approved Date: 6-2021

Position Summary

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with other members of the HR team. Responsible for the following areas employee training and development, benefits, performance management, HRIS maintenance and employment law compliance.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Provides training to supervisors to promote effective employee relations and supervisory skills.
2. Monitors worker accident claims corresponding appropriately with L & I and assist with return to work.
3. Tracks, reviews and processes staff performance evaluations noting any deficiencies and discussing with supervisor and/or HR Director.
4. Represents CHCWs interest in correspondence with Employment Security.
5. Interprets and generate personnel policies and procedures; responds to requests for information and assistance from management and employees.
6. Implements and provides training to support culture program, employee retention, morale, and other company needs, while maintaining employee records.
7. Assists with required staff training by scheduling and setting up training programs for all new and regular employees.
8. Develops and maintain position descriptions compliant with external requirements, including the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).
9. Manages all leaves-of-absence as required by the Family Medical Leave Act, Washington Family Leave Act, Washington Family Care Act, and USERRA.
10. Manages 401k enrollment including eligibility packets, tracking database, quarterly meetings and communicating new enrollments to NWPS.
11. Sets up and tracks Cobra for qualifying employees.
12. Works with third party consultants to administer employee benefit eligibility schedules.

13. Administers various human resource projects, prepares, assists in development, implementation, and maintenance of personnel policies and HR procedures.
14. Supports coordination of annual open enrollment, distribution of materials, communication broadcasts including presentations when needed; monitors and processes various benefit bills and employee contributions through appropriate reconciliation procedures.

Competencies

To perform the job successfully, the following competencies should be demonstrated.

Attendance/Punctuality - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

CHCW Culture - Treats people with respect; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

Communications - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service for Internal and External Customers/Patients - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service; responds to requests for service and assistance; meets commitments.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year college or university in Human Resource Management, Business Administration or a related field and three years employee relations experience; equivalent combination of education and experience may substitute for degree.

Certificates, Licenses, Registrations

Current driver's license and auto insurance
Human Resource Certification preferred

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Print Name

Supervisor Signature

Date

CHCW Statement on Diversity, Equity, and Inclusion

At Community Health of Central Washington, we acknowledge that we work in a system of health care and medical education that perpetuates implicit and explicit bias and barriers, and has condoned inequity and institutionalized racism.

We are committed to dismantling institutionalized racism and addressing these disparities through: acknowledging their presence; developing an equity curriculum; increasing advocacy within our organization, community, and at a national level by elevating voices of marginalized communities; and training patient-centered, culturally sensitive, compassionate providers to provide quality care to all diverse peoples and communities, in Central Washington and beyond.

We value every person, inclusive of their socioeconomic status, race, ethnicity, language, nationality, sex, gender, sexual orientation, spiritual practice, geography, ability, medical condition, or age.