

<b>Job Title</b>	HR Generalist
<b>Short Description</b>	<p>Baptist Health South Florida Federal Credit Union is a perfect place for someone like you!</p> <p>We have an excellent HR Generalist opportunity. Seeking someone who loves HR work and is open to expanding knowledge.</p>
<b>Full Description</b>	<p><b>Role</b></p> <p>Responsible for performing HR-related duties on a professional level and works closely with senior management. This position may carry out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.</p> <p><b>Major Duties and Responsibilities</b></p> <p><b>EMPLOYEE RELATIONS</b> Counsel employees with HR-related concerns; ensuring objectivity, respect, and confidentiality. Research any inquiries by employees and outside agencies about miscellaneous Human Resource-related issues. Keep management apprised of all critical issues. Maintain calendar of employee/supervisor meetings and notify senior management of those that have not been completed. Conduct exit interviews with staff members leaving the organization.</p> <p><b>PAYROLL PROCESSING</b> Administer the companies HRIS/Payroll system. Ensure accurate processing of payroll, provide timely and accurate financial information, and participate in data entry payroll processing.</p> <p><b>EMPLOYEE DEVELOPMENT</b> Deliver, personally or with the help of internal and external experts, the initial and ongoing training of employees on new products, services, and systems. Deliver sales and service training/coaching to new employees and ongoing for existing employees. Oversee initial and ongoing training for volunteers. Develop training criteria and schedules, analyze training effectiveness, and track progress. Deliver training on subjects such as interviewing, diversity, performance evaluations, discipline, harassment, etc.</p> <p><b>EMPLOYEE ENGAGEMENT</b> Work with all stakeholders to continuously improve the overall employee experience. Work with third parties to conduct ongoing employee engagement surveys, analyze responses and report on results. Work with management to determine what solutions, if any, may be used to remedy problems found in the survey. Actively serve in the Employee Activities Committee. Coordinate internal recognition programs and service awards. Work with Marketing to provide content for the monthly Employee Newsletter.</p> <p><b>OFFICE MANAGEMENT</b> Serve as office manager in the credit</p>

union's headquarters. Control office inventory and place supply orders when needed. Work directly with management on various tasks including calendar management, travel arrangements, expense tracking and or special projects as needed. Organize office functions including team meetings and board meetings, ensuring all necessary materials and/or equipment is distributed. Coordinate conference room and/or office space schedules. Assist the Board of Directors and sub-committees with administrative functions, such as scheduling and note-taking.

**TOTAL REWARDS** Administer the company's total rewards program. Assist management with planning and designing a comprehensive total rewards strategy that is market competitive, internally equitable, and cost effective. Assess the effectiveness of current programs in achieving organizational objectives; identify best practices and benchmarks; and develop recommendations for modifications to align to HR strategy and business goals. Administer all benefit plans including annual open enrollment efforts. Assist management evaluating and making recommendations on compensation strategies to attract and retain talent. Prepare annual budget for total rewards and manage expenditures related to benefit programs. Serve as the main resource for employees and managers regarding all benefit related matters.

**RECRUITMENT** Develop job opening announcements for internal job posting and advertisement with employment agencies. Prescreen candidates and refer qualified applicants to the appropriate manager for further screening. Schedule and participate in interviews with prospective employees, administer pre-employment tests, conduct background investigations, and check references. Prepare employment offer, ensuring compensation offered is within hiring range for the job grade. Submit new employee access checklist to appropriate departments.

**PERFORMANCE MANAGEMENT** Administers the performance management process for the organization. Ensure employee understanding of performance measures, job expectations, clarity of goals and objectives and performance results. Ensures that managers are providing and documenting appropriate positive and negative feedback all year long and reviews are completed on a timely basis. Aid in ensuring that objectives on performance plans are based on the essential functions of the job.

**REPORTING AND ANALYTICS** Collect, compile, and analyze HR data, metrics, and statistics, from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, exit interviews, employment records, government labor statistics, competitors practices, and other sources. Based on metrics and analysis, make recommendations for policies and activities to improve the organizational culture including suggestions to attract and hire qualified candidates, to motivate and retain employees, to address staffing issues, and to maintain legal compliance. Prepares reports of data results, presenting and explaining findings to senior leadership.

**RECORD RETENTION** Create and maintain employee files and manage employee databases. Maintain records for new hires, terminations, transfers/promotions, and any necessary logs and reporting. Ensures that personnel information is updated and accurate.

**HANDBOOK, POLICIES, JOB DESCRIPTIONS** Administer employee handbook and personnel policies to ensure compliance with all applicable regulations including, but not limited to, FMLA, ADA, HIPAA, FLSA and other federal, state and local laws. Keep employee handbook updated. Assist in the creation and updating of employee job descriptions.

**PROJECTS AS ASSIGNED** Oversees and/or completes all projects as assigned.

**COMPLIANCE** Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control. Ensures company compliance with HR-related laws and regulations including FMLA, ADA, HIPAA and other federal, state and local laws.

#### Knowledge and Skills

##### Experience

5 or more years of prior Human Resources and payroll processing experience required. Prior experience as a trainer/coach is required. Banking and sales/service-related experience preferred. Experience working with ADP and their TotalSource/Workforce Now platform is preferred.

##### Education/Certifications/Licenses

Degree in Human Resources or related field or equivalent combination of education and experience. SHRM, or comparable, certification preferred.

##### Interpersonal Skills

Ability to communicate effectively with people both verbally and in writing (listens and understands problems and assist staff) at all levels as needed.

##### Other Skills

Must be familiar with FMLA, ADA, HIPAA, FLSA, EEOC and other federal, state employment laws. Good problem-solving skills and ability to react quickly to arising problems. Advanced computer skills including Microsoft Office; word, excel, power point, etc. and comfort with using data base programs.

##### What we offer

We offer benefits that go along with a great career at BHSFFCU, such as:

- Medical, Vision, Dental, Life, Disability Insurance - eligible after thirty (30) days of employment
- Medical GAP Insurance
- 120 hours a year of PTO after successfully completing the 90-day probation period
- 8 Hours of Holiday Pay for all major Federal Holidays
- 8 Hours of Floating Holiday
- 401 K Retirement Plan with employer match - Eligible after six months of employment
- Employee and families Assistance Program through ADP
- Employee Referral Rewards - Eligible after successfully completing 90 days of employment
- Taxable Employee Birthday Gift Cards - Eligible after successfully completing 90 days of employment
- Taxable Length of Service Awards

<b>Education</b>	See Fell Description
<b>Additional Comments</b>	If you are interested, please apply through Indeed.com at...  <a href="https://www.indeed.com/rc/clk?jk=228b2bae3dced485&amp;fccid=7f8f6c72df511a01&amp;vjs=3">https://www.indeed.com/rc/clk?jk=228b2bae3dced485&amp;fccid=7f8f6c72df511a01&amp;vjs=3</a>
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<b>Expiration Date</b>	02/12/2021