

Job Title	HR Generalist
Short Description	<p>The HR Generalist is responsible for administering HR processes to include team member relations, career planning and development, performance management, policy interpretation and administration, and the participation in coordination of credit union-sponsored team member events, services, and activities. Primary responsibilities include maintenance of HR records, reporting for compliance and metrics, and management of the performance management process.</p>
Full Description	<p>The HR Generalist is responsible for administering HR processes to include team member relations, career planning and development, performance management, policy interpretation and administration, and the participation in coordination of credit union-sponsored team member events, services, and activities. Primary responsibilities include maintenance of HR records, reporting for compliance and metrics, and management of the performance management process.</p> <p>Essential Duties and Responsibilities</p> <ul style="list-style-type: none">• Administers various human resources plans and procedures for all credit union team members; assists in development and implementation of personnel policies and procedures; prepares and maintains team member handbook and policies and procedures manual. Participates in developing department goals, objectives, and systems.• Administers performance evaluation program and revises as necessary.• Develops and maintains affirmative action program; files EEO-1 report annually; maintains other records, reports, and logs to conform to EEO regulations.• Participates in and conducts new-team member orientations and monitors career pathing program.• Handles team member relations counseling, outplacement counseling, and exit interviewing.• Prepares regular internal reporting and ad hoc reports upon request. Creates and evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.• Maintains Human Resource Information System records and compiles reports from database.• Compiles and processes team member time and payroll data.• Serves as back-up point-of-contact for team members for timekeeping and payroll matters.• Maintains and updates team member records within the payroll system.• Complies with local, state, and federal regulations and relevant legislation.• Manages user access for timekeeping system.• Completes employment verification requests and unemployment paperwork• Performs other related duties as required and assigned.

JOB REQUIREMENTS

Considerable knowledge of principles and practices of payroll and HR administration, effective oral and written communication skills, excellent interpersonal skills.

Education and Work Experience

- Three (3) to five (5) years of Human Resources experience, OR
- A bachelor's degree in Human Resources Management and one (1) to two (2) years of experience in the HR field, OR
- Any similar combination of education and experience.
- Credit union experience preferred.

Americans with Disability Specifications

Physical demands: The physical demands described here are representative of those that must be met by 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 HR Generalist is occasionally required to stand; walk; sit; use hands to handle objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The HR Generalist must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental demands: This position requires continual and uninterrupted cognitive ability to wholly focus upon intricate tasks, including the ability to perform multiple tasks at once, and the use of both short term and long term memory to properly manage and address facts, tasks, dates, times, and data.

Education

Education and Work Experience • Three (3) to five (5) years of Human Resources experience, OR • A bachelor's degree in Human Resources Management and one (1) to two (2) years of experience in the HR field, OR any similar combination of education and experience.

Additional Comments

Credit Union

First Commerce Credit Union

State

Florida

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Expiration Date

03/31/2021