



## Job Description

### Human Resources Generalist

Date: August 04, 2020

\_\_\_\_\_ Exempt \_\_\_X\_\_\_ Non-Exempt

**Department:** Administration

**Salary Range:** \$48,044 – \$64,761

Written By: Cheryle Pickle, CMPE

Approved By: Karin Hennings, Administrative  
Director/CEO

**Reports To:** Human Resources Manager

**Supervises** 0

#### **Job Summary:**

The Human Resources Generalist works with systems and processes for awareness, education, compliance, employment regulations, conducts pre-employment screening including background, and conducts criminal, and reference checks. They will track Compliance with all Employment regulations to include:

- Fair Labor Standards Act (FLSA)
- Americans with Disabilities Act (ADA)
- Family and Medical Leave Act (FMLA)
- California Family rights Act (CFRA)
- CA Pregnancy Disability Leave (PDL)
- Equal Employment Opportunity Commission (EEOC)
- Equal Pay Act
- Civil Rights Act/Title VII
- Age Discrimination in Employment Act
- Affirmative Action
- Employee Retirement Income Security Act (ERISA)
- Workers Compensation
- Health Insurance Portability and Accountability Act (HIPAA)
- Consolidated Omnibus Budget Reconciliation Act (COBRA & Cal-COBRA)
- Occupational Safety and Health Administration (OSHA)
- California Employees Relations Board (PERB)

This staff member maintains personnel records, including tracking expirations of employee's required certifications and licensing. The Human Resource Generalist is responsible for coordination and application of Compensation and Benefits, including Benefit Plans and Open Enrollment. They are the point of contact for employee questions and issues with benefits.

The Human Resources Generalist will do payroll data entry and process employee payroll and information changes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Research and recommend staff compensation
- Use market data to assist in the development of and monitor a wage and salary strategy.
- Assist in the development and update compensation plans for contracted physicians.
- Ensure effective compensation and benefit administration.
- Ensure all positions have a publishable and updated pay scale.
- Monitor and maintain records for staff credentialing and licensure.
- Assist with Open Enrollment.
- Be a resource for employees and their benefits.
- Promote access to an Employee Assistance Program (EAP).
- Process payroll data entry.
- Update Human Resources Information Systems.
- Maintains employee documentation and personnel records.
- Attend meetings as requested by the Human Resources Manager and/or the Administrative Director/CEO.
- Assist Human Resources Manager and Administrative Director/CEO with assignments as needed.
- Assist in employee meetings for education of benefits, policies, and safety.
- Follow policies and procedures for terminating employees.
- Track compliance with Employment Regulations, laws, policies, and statutes.

**SUPERVISORY RESPONSIBILITIES:**

No subordinates report to this position.

**QUALIFICATION REQUIREMENTS:** 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:**

Minimum Education: Associates degree or equivalent from Two-year College or Technical School

Minimum Experience Required: Three to five years in Human Resources, HR regulations, and compliance preferred.

Skills Required: Should be proficient with Microsoft Office Suite and QuickBooks software. Good Communications skills, both written and verbal. Detailed orientated.

**LANGUAGE SKILLS:**

Strong analytical, planning, and strategy skills.  
Ability to collaborate, motivate and support teammates.  
Strong organizational and interpersonal skills.  
Strong Verbal and written communications skills.  
Ability to multi-task, work under pressure, and meet deadlines required.  
Familiarity with healthcare setting preferred, but not required.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**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 sit, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, and talk or hear.

The employee is occasionally required to stand, walk, climb, or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. (See complete "Physical Requirements" attached).

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

Risk exposure category III.

Tasks do not involve any risk of exposure to blood/body fluids.

**DISCLAIMER:**

This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The incumbent may be asked to perform other duties as assigned.

**ADDITIONAL INFORMATION**

All your information will be kept confidential according to EEO guidelines.

Del Puerto Health Care District is an Equal Opportunity Employer-Minorities, Females, Veterans, and individuals with disabilities are encouraged to apply.

Del Puerto Health Care District participates in E-Verify during the hire process at its locations for all new employees.



# JOB DESCRIPTION-PHYSICAL REQUIREMENTS

**TITLE: HUMAN RESOURCES GENERALIST:**

Please check one box below in Section I and Section II which apply to this job description. Comments can be made in Section III.

C = Constant (76-100%) F = Frequent (51-76%) O = Occasional (26-50%) S = Seldom (1-25%) N = Never (0%)	E - Regardless of frequency, this activity is indispensable. M - This activity is useful and helpful but not essential.
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	Section I			Section II			Section III		
Basic Skills:	C	F	O	S	N	E	M	Comments:	
Reading	X					X			
Writing	X					X			
Math	X					X			
Talking	X					X			
Hearing	X					X			
Physical Demands:	C	F	O	S	N	E	M		
Sitting		X				X			
Standing		X				X			
Walking		X				X			
Stooping		X				X			
Crawling		X				X			
Climbing			X			X			
Reaching Overhead		X				X			
Crouching		X				X			
Kneeling		X				X			
Balancing		X				X			
Pushing or Pulling (10-100 lbs)				X			X		
Lifting or Carrying		X				X			
10 lbs. or less		X				X			
11 to 25 lbs.		X				X			
26 to 50 lbs.				X			X		
51 to 75 lbs.				X			X		
76 to 100 lbs.				X			X		
Over 100 lbs. (assist lift)				X			X		
Moving Patients				X			X		

### Candidate's Statement

I have reviewed the position physical qualification assessment for the job I am applying for. To the best of my knowledge, I am physically capable of safely performing the tasks identified.

I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary regarding employment. I have no objection to making application for security clearance, if necessary, signing an employee agreement on confidential information and inventions or taking a medical examination. I agree to abide by all company safety and health rules and to use protective equipment as directed by my supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date