

River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

Job Description

Position:	Human Resources Generalist
Program:	Administration
Worksite:	611 Seventh Avenue, Huntington, WV
FLSA Classification:	Exempt
RVCDS Classification:	Full-time, 40 hours per week
Provisional Employment Period:	6 months
Position(s) Accountable To:	Executive Director
Position(s) Accountable For:	N/A
Purpose of Position:	Coordinate and oversee all Human Resource functions for the agency, including, but not limited to policy development; labor relations and compliance with all labor laws; employee benefits, compensation, performance, training, and other employee services.
Educational Requirements:	Bachelor's degree from an accredited college or university in human resources, master's degree preferred.
Experiential Requirements:	At least 3-5 years of relevant HR professional experience.
Additional Training Required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle.
Pre-Employment Requirements:	Must pass drug screening and have acceptable background check

Essential Capabilities and Skills

Possesses knowledge of and practices sound human resources management strategies and employment related laws and regulations.

Possesses knowledge of regulatory requirements, audits, and compliance in relation to human resources.

Possesses a strong analytical and data driven mindset that translates into leadership skills.

Able to communicate and translate information to, and to effectively collaborate with, program directors and agency staff.

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize high-level critical thinking skills.

Able to evaluate situations and create practical solutions to improve efficiency.

Able to travel. Have access to dependable transportation and personal credit card.

Other Capabilities and Skills

Able to be reliable, resourceful, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively and communicate with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

Agency Expectations

Follow, review, revise, research and create agency policies, procedures, and practices. Serve as a member of the Policy Committee.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within agency.

Keep Executive Director informed on all relevant matters.

Essential Duties

Program

Oversee and utilize the HR management data system to streamline and track all HR processes.

Identify legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.

Oversee the analysis, maintenance, and communication of records required by law or local governing bodies.

Administer benefits programs such as life, health, dental and vision insurance, pension plans, PTO, and other identified employee benefits.

Collaboratively oversee and implement the agency compensation plan, including wage analysis to ensure competitive and equitable wages.

Oversee the recruitment and hiring process for the agency, including advertising and posting of vacant positions, and screening of applicants.

Oversee the employee onboarding process to ensure a positive and successful entrance into the agency.

Oversee the employee performance review program to ensure effectiveness, compliance, and equity within the agency.

Oversee employee disciplinary meetings in collaboration with program directors.

Maintain records of all employee matters, such as benefit plan participation and personnel transactions.

Oversee the agency Safety Committee and ensure the agency is compliant with applicable safety regulations. Investigate work related accidents and incidents as needed.

Coordinate and oversee all job descriptions within the agency.

Oversee employee exits from the agency, including preparing separation notices and related documentation, and conducting exit interviews.

Oversee the response to unemployment claims.

Analyze all employee data to determine trends in retention and turnover.

Develop and provide management and employee training in agency policies, procedures, and practices, interviewing, hiring, terminations, performance reviews, progressive discipline, safety, and other identified required training topics.

Advise management on appropriate resolutions of employee relation issues.

Respond to inquiries regarding policies, procedures, and programs.

Contract with outside vendors to provide employee services, such as temporary employees.

Other Duties

Perform clerical support: typing, filing, scanning, shredding, etc.

Attend and participate on committees as assigned by the RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Executive Director and other agency staff, as necessary.

Attend and participate in monthly management meetings.

Any other duties as assigned by the RVCDS Executive Director.

Employee Signature

Printed Name

Date