Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Employee Relations Generalist</th>
<th>FLSA Status</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program/Department</td>
<td>Administrative</td>
<td>Supervisory Responsibilities</td>
<td>No</td>
</tr>
<tr>
<td>Reports To</td>
<td>Chief Employee Relations Officer</td>
<td>CEO Approval Date</td>
<td>2/2020</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.</td>
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**Must pass required background check**

**POSITION OVERVIEW**

Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual. Responsible for recruitment and orientation of new staff for the agency. Provides input and follow up on agency policies, participates in developing department goals, objectives and systems.

All employees and volunteers are expected to be sensitive to our client’s cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.

**ESSENTIAL FUNCTIONS**

- Promote, encourage and display examples of leadership for the agency in accordance with the agency mission driven, employee first culture.
- Demonstrate capacity to perform duties exhibiting the highest ethical standards, incorporating best practice, exemplifying the values expected within the department, and for promoting the mission of the organization.
- Performs required duties in a manner that demonstrates compliance with Sunbeam's Culturally Competent Practice Policy. Adheres to agency policy and procedures.
- Responsible for daily HR functions, including background checks, personnel tracking, job postings, assist with new employee orientations and agency intern onboarding.
- Assists with recruitment effort for all exempt and nonexempt personnel, students, temporary employees. Assists in the interview process and hiring decisions as needed.
- Determine recruitments successfully meet agency, state and federal requirements for employment. Makes recommendations to Executive Team and/or appropriate Leadership team member regarding outcome of pre-employment screening and takes appropriate action.
• Performs assigned duties in accordance with agency policy and grant/contract requirements.
• Assists leadership team and/or supervisors with employee relations coaching and exit interviews.
• Work with Employee Relations Team to develop and maintain relationships with employment agencies, education institutions and other recruitment sources.
• Administer and explain benefits to employees and serve as liaison between employees and insurance carriers.
• Works with Employee Relations Team in creating and maintain personnel files and files via approved method (paper or electronic).
• Administers and maintains agency HRIS including updating of new position postings and agency benefits for online enrollment.
• Collaborate with Chief Employee Relations Officer to recommend, develop and maintain human resource processes, databases.
• Assists in evaluation of reports, decisions, and results of department outcomes in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
• Assists in providing training to staff and supervisors regarding HR best practices, policies and procedures.
• Assists with human resource intern program to provide assistance to the agency and to assist in developing interns consistent with their career path.
• Advise Chief Employee Relations Officer of existing or potential problem areas.
• Advise backup in the absence of the Chief Employee Relations Officer.
• Assists in investigations regarding employee complaints and grievances, etc. Provides input and recommendations on findings.
• Coach and advise employees regarding HR programs, practices and procedures.
• Assists in recruitment functions by overseeing the posting of open positions both internally and externally and advertising open positions in the appropriate media. Monitors process through to onboarding so that all process are completed in a timely manner.
• Coordinate with the Employee Relations Team to provide new-hire orientations to properly orient staff to the agency.
• Conducts benefits enrollment for new employees and maintains and updates current enrollment as necessary. Maintains benefit enrollment information in the HRIS system and online with vendors to ensure proper enrollment and billing is maintained.
• Manages preparation, audit and update of employee and intern files so that files are current and complete for required agency audits and licensure reviews.
• Works with the team to process payroll for agency staff, including review of timecards regarding compliance with FLSA, agency policy and other areas.
• Coordinates completion and implementation of annual Affirmative Action plan.
• Manages FMLA including tracking, notifications and consulting with supervisors.
• Manages 403b by making sure staff are aware of eligibility for participation, processes payroll deposit and works with accounting firm to conduct annual audit.
• Manages workers compensation program including treatment, restrictions and return to work status.
**OTHER DUTIES**

- Provide support for other duties needed in keeping with our mission, vision and values

**JOB QUALIFICATIONS**

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<tr>
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<th>Minimally Required</th>
<th>Preferred</th>
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<tbody>
<tr>
<td>Education</td>
<td></td>
<td>Bachelor Degree in HR or related field.</td>
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<td>Lic/Cert.</td>
<td>PHR/SHRM-CP</td>
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<tr>
<td>Experience</td>
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<td>2 years experience in HR.</td>
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<tr>
<td>Skills and knowledge</td>
<td>Ability to exercise initiative, work independently and exercise good organizational skills.</td>
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<td></td>
<td>Microsoft Office Suite Products</td>
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<td></td>
<td>Excellent computer skills</td>
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<tr>
<td>Abilities</td>
<td>Ability to handle a variety of work assignments, to work with the public, to exercise confidentiality and agency code of ethics.</td>
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<td></td>
<td>Must be able to type, operate a calculator and use a computer.</td>
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<tr>
<td></td>
<td>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position</td>
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**Physical Demands:**
While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee
must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 20 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment
Open office environment with various levels of activity in this workstation. Must be able to work with all clients and employees as necessary.

OTHER
The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time.

SUNBEAM’S CORE VALUES

<table>
<thead>
<tr>
<th>Champion Spirit</th>
<th>Servant Heart</th>
<th>Sunny Attitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>We work like a champion every day: paying attention to details and performing with excellence</td>
<td>We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done</td>
<td>We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.</td>
</tr>
</tbody>
</table>

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.