



Building brighter futures with all children and families.

Job Title	Human Resources Generalist	FLSA Status DOL Status	NON-EXEMPT FULL-TIME
Program / Department	Human Resources	Supervisor Responsibilities	NO
Reports To	Human Resources Director	CEO Approval Date	12/06/2022
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year round position.		

Must pass required background check.

POSITION OVERVIEW

The Human Resources (HR) Generalist supports the HR department in ensuring smooth and efficient business operations. Ensures legal compliance of state and federal regulations and applicable employment laws, as required. Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

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

ESSENTIAL FUNCTIONS

- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Prepare paperwork, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience
- Administer and coordinate onboarding, new hire orientation
- Coordinate and process employee termination including exit interviews.
- Maintain and update HR information systems and auditing for accuracy and compliance
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters.
- Administer employee incentive programs as assigned.
- Maintain department office supplies and materials as needed.
- Support and assist with safety, health and wellness programs to ensure compliance as required.
- Assist with constructive and timely performance evaluations and coaching/ counseling records.
- Administer and process employee engagement activities, surveys and feedback data.
- Oversee employee recognition and service programs.

- Conduct or acquire background checks and employee eligibility verifications.
- Coordinate new hire orientation.
- Maintain and update employment law notices in all agency facilities as required.
- Administer and support employee wellness programs and initiatives.
- Assist and coordinate employee events and holiday activities as assigned.
- Coordinate and maintain agency certifications and designations as assigned.
- Accurately process and track department expenses and related receipts and invoices in a timely manner.
- Attend and participate in employee disciplinary meetings, terminations, and investigations.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Assist in the communication, interpretation, and upkeep of employee handbook and the HR handbook.
- Attend job fairs, recruiting events and activities as needed
- Maintain Applicant Tracking System (ATS), updating candidate's progress through the selection process and confirming new hires.
- Assist in writing job postings, employment ads and job descriptions.
- Interact with department leadership and staff to coordinate the recruitment and hiring of new employees.
- Administer the internal application process.
- Track and monitor compliance with ongoing mandatory training events.
- Assist with creating and maintaining data required for compliance reports.
- Provide updates and announcements to staff utilizing internal communication systems.
- Adhere to laws, rules and regulations as well as personal data privacy regulations
- Prepare a report on a weekly basis for the tasks completed or in progress
- Promote, encourage and display examples of leadership for the agency.
- Develop and maintain effective working relationships with internal and external customers.
- Participate in development of agency goals and objectives including deliverables that support business goals in collaboration with stakeholders and in compliance with Head Start Program Performance Standards
- Evaluate and optimize processes to improve the overall approach when and where necessary.
- Travel locally, as required, in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree in Human Resources, Business Administration, or related field required.	SHRM-CP and/or PHR certification

Experience	Experience working in human resource management.	2-5 years of human resource management experience
Skills Knowledge Abilities	<p>Demonstrated, well-developed leadership abilities of problem-solving, communications, adaptability, good judgment, work well under pressure</p> <p>Strong presentation, interpersonal relations and facilitation skills.</p> <p>Excellent written and verbal communication skills.</p> <p>Technical aptitude and ability to master other computer technology/software programs, as needed</p> <p>Effective organization and time management skills</p> <p>Must work independently and collaboratively in a team environment</p> <p>Process, protect and exercise discretion in handling confidential information and materials</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Must be able to travel and work some evenings and weekends as required by the job</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties</p>	<p>Advanced computer database and Microsoft Office software skills</p> <p>Bilingual Spanish/English speaking ability to communicate accurately, verbally and in writing with Spanish-speaking individuals.</p>

WORKING CONDITIONS

Physical Demands

While performing the duties of this job, the employee is required to frequently communicate with staff and others in the English language, and must be able to exchange accurate information when doing so. Prolonged periods of sitting at a desk and working on a computer. Must be able to access and navigate each department at the organization's facilities. Occasionally move about the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use office equipment, such as a computer, copier, and printer. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from quiet to moderate; frequent disruptions may occur.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. 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. Reasonable accommodations may be made to enable individuals to perform the essential

functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess 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 does not and 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.

Employee/Candidate PRINTED Name	
Employee / Candidate Signature	Date: