

Human Resources Generalist

Job Description



Department:	Operations	FLSA Status:	Non-Exempt
Reports To:	Manager of Operations	Physical Strength:	Light
Salary:	\$25.00/hour	Class:	Non-Union

Summary

This position is the main facilitator of our biweekly in-house payroll process. They are also a core part of facilitating Free Geek's operations by providing human resources and administrative support, and coordinating benefits administration & enrollment. They will provide daily office support including human resources, and general administration working directly with the Manager of Operations. This is a position that has regular access to information about future changes, as well as a variety of confidential information about employees.

Essential Duties

1. Coordinates and processes payroll on a biweekly basis, interfacing with leadership, staff members, and the accounting team to ensure accurate paychecks.
2. Maintains all staff records across organization (not limited to: training data, development plans, disciplinary items, etc.)
3. Organizes, maintains, and documents a centralized filing system and efficient process for document flow and retention across google drive as well as physical records.
4. Handles confidential complaints and other sensitive issues with emotional intelligence and confidentiality according to Free Geek policy and HIPAA regulations
5. Ensures personnel actions are processed accurately and timely.
6. Supports all forms of HR administrative record-keeping and legal compliance to include employee files, required postings, file retention, and safety.

Job Duties

Payroll Duties

- Maintains the payroll system by entering new hires, terminations of employment, deductions, and other changes to the employee's personal data or employment status.
- Accurately tracks attendance items and sends regular follow-up communications in tandem with management team
- Facilitates the quarterly standard weekly hours audit
- Administers the company timekeeping application, ensuring accurate reporting of hours worked, paid time off, and other hourly benefits.
- Coordinates with payroll vendor about the timely filing and payment of all biweekly, quarterly, & annual payroll taxes on behalf of the organization.
- Creates, reviews and files standard and (as needed) custom payroll reports for management and accounting.
- Identifies discrepancies in reports and takes ownership of them, documenting and correcting issues to the best of their ability.
- Ensure that all relevant financial and operational data and analyses are presented to the Manager of Operations and Executive Director in a timely fashion.

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HR Duties

- Coordinates Paid Leave Oregon, OFLA, or FLMA communications for when staff have to take extended medical leave
- Assists managers with the hiring process across full organization, and ensures equitable treatment for new hires across all departments.
- Works with outside vendors to administer and coordinate benefit enrollments & COBRA compliance
- Maintains employee benefits insurance paperwork filing on Google Drive and physical folders
- Participates in ongoing HR investigations
- Assists with Bi-Weekly Staff Groceries
- Suggest and draft improvements to current or new policies and procedures related to areas of responsibility & the full organization
- Keeps an equity lens in all work done relating to policies, procedures and hiring of new staff, ensuring compliance with current Collective Bargaining Agreement.
- Orients newly hired staff to benefits, timekeeping & payroll procedures, facilitated new employee onboarding, as well as ensuring proper COBRA processing for exiting staff.
- Facilitates cross-team training for staff development with a strong focus on employee needs.

Administrative Duties

- Develops, drafts, and researches all personnel communications. (Not limited to: wage changes, promotions, disciplinary communications, or changes in employment status.)
- Creates accounts and sets up calendars for new staff members
- Coordinates supply ordering and availability
- Keep abreast of relevant (and frequent) emails.
- Conducts the quarterly staff demographics survey
- Assists the Manager of Operations with KPI reporting on the organizational dashboard
- Assists the Manager of Operations in maintaining the organization's corporate insurance paperwork filing on Google Drive
- Other duties as assigned

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. 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 duties.

Education & Experience

Demonstrated confidence and competence working with diverse populations is required. No other prior experience or training is required. Previous volunteer experience at Free Geek or another service organization is desired. Prior experience running payroll is preferred, prior HR experience is preferred.

Certificates, Licenses and/or Registrations

Annual HIPAA Certification is required upon hire

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Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to read and interpret documents such as safety rules. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communication by email, and using scheduling software. Proficiency in Quickbooks and Paychex are both preferred.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is required to remain in a stationary position for 15% of the time, occasionally move about the location, occasionally ascend and descend stairs, and communicate with employees/customers/visitors and exchange accurate information.

The employee constantly/frequently operates a computer and other office machinery, constantly positions themselves to complete work that may include kneeling or crawling and reaching. The employee must move/transport equipment or office materials weighing up to 20lbs. This position has frequent exposure to computers. Must be able to detect text and programs on computer screens.

Employee Signature: _____ **Date:** _____

Employer Representative: _____ **Date:** _____