



## **Human Resources Generalist**

### **Job Summary**

The Human Resources Generalist develops and implements Human Resources policies, services, and programs that emphasize quality, continuous improvement, employee retention and development, and high performance. The Human Resources Generalist reports to the Director of Finance and Operations and is a full-time, exempt employee.

### **Essential Duties and Responsibilities**

- Actively support the mission of The Fletcher School in the execution of their role and responsibilities.
- Establish and implement standard recruiting and hiring practices and procedures to maintain a superior workforce and support strategic initiatives.
- Establish and oversee the employee onboarding process to ensure new hires are integrated into the School culture and fully prepared to perform their duties.
- Prepare annual Faculty contracts.
- Work with supervisors to implement performance management programs.
- Work in collaboration with the Management Team and Division Heads to identify appropriate professional development opportunities.
- Work in collaboration with the Finance and Human Resources Assistant to optimize the HR and Payroll database to eliminate administrative tasks, empower employees, streamline onboarding and orientation, maintain accurate employee records and ensure effective communication of policies and procedures.
- Coach and train managers in communication, feedback, recognition, and interaction responsibilities with the employees who report to them.
- Monitor and advise supervisors in the progressive discipline system of the company. Monitor the implementation of a performance improvement process with under-performing employees.
- Review and guide management recommendations for employment terminations.
- Implement employee health and wellness programs.
- Formulate and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conduct competitive market research and recommend pay practices and scales that help to recruit and retain superior staff.
- Monitor pay practices and systems for effectiveness and cost containment.
- Monitor best practices in compensation and benefits through research and up-to-date information on available products.

- With the Director of Finance and Operations, obtain cost effective, employee-serving benefits.
- Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- Lead the benefit orientations and other benefits training for employees.
- Lead company compliance with existing governmental, labor, and legal requirements including any related to Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, Worker Compensation, the Occupational Safety and Health Administration (OSHA), the Patient Protection and Affordable Care Act (ACA), and so forth.
- Other duties as may be assigned by the Director of Finance and Operations.

### **Qualifications**

- BA/BS degree or equivalent in Human Resources or Organization Development.
- Minimum of five years of progressive leadership experience in Human Resources positions.
- Superior written and spoken communications skills.
- Outstanding interpersonal relationship building and employee coaching skills.
- Excellent computer skills including knowledge of Excel, Microsoft Windows, and Human Resources Information Systems, preferably Paycom.
- Experience in the administration of benefits and compensation programs and other Human Resources recognition and engagement programs and processes.
- Evidence of ability to practice and coach organization managers in maintaining a high level of confidentiality.
- Excellent organizational management skills.
- Specialized training in employment law, compensation, organizational planning, employee relations, safety, labor relations and training, preferred.
- Experience in an independent school environment, preferred.

### **General Requirements**

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Fletcher School participates in the E-Verify program.
- References will be required; transcripts may be required.

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