

JOB OPENING

Commissioner's Office: Human Resources Department
(AN EQUAL OPPORTUNITY EMPLOYER)

(INTERNAL & EXTERNAL APPLICANTS)

JOB TITLE	Human Resources Generalist	POSTING NO.	2021 - 62	DATE POSTED	09/08/2021
POSITION LOCATION	Commissioner's Office 300 N Center Ave, Suite 500 Somerset, PA 15501			LAST DAY TO APPLY	10/31/2021
JOB CODE/ POSITION NUMBER	TYPE OF JOB/POSITION	ADDITIONAL INFORMATION	UNION BARGAINING UNIT	PAY RANGE AND STARTING SALARY	
	Permanent/Full Time	8:30am-4:00pm (37.5 hrs/wk)	Non - Union	\$28,000.00	

JOB DESCRIPTION

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with the HR Director. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, wellness initiatives, and employment law compliance. The Human Resource Generalist will work with Department Heads and County Commissioners as day to day situations arise.

ESSENTIAL DUTIES & RESPONSIBILITIES:

To perform this job successfully, an individual must have good people skills and the ability to multitask in a fast-paced and changing environment. The candidate will be customer-focused and have an eye for detail and thoroughness. The Human Resources Generalist will provide a wide variety of both complex and routine administrative services. The HRG originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

- Answers questions concerning benefits and policies with employees, department heads, and elected officials. Counsels employees on plan provision so that individuals can make informed decisions on benefits.
- Resolves employee concerns related to health and welfare plans; functioning as liaison with insurance carrier.
- Manages annual benefit open enrollment period to allow employees the opportunity to make changes to their existing benefit package.
- Responsible for all benefit-related coordination functions, including updating and maintaining accurate benefit records for all county employees. Processes all new insurance enrollments/terminations and any changes regarding the insurance program or employee situations.
- Maintains and distributes parking garage spaces, parking permits, and key cards. Monitors the parking garage by use of garage cameras. Handles all employee parking issues arising from either the Parking Garage or the Courthouse Lot.
- Compiles and distributes all Internal & External Job Postings; including through the website, online job search engines, and local newspapers.
- Reviews resumes and applications for open positions, schedules applicants for interviews, and provides direct oversight of the interviews. Assists the Department Heads in filling open positions.
- Prepares/sends new hire packets to new County employees.
- Conducts new employee orientations to ensure employees gain an understanding of benefits and policies.
- Performs Sexual Harassment training and other trainings as needed.
- Oversees the County's participation in the Spring/Fall Job Fair.
- Co-Chairs the Wellness Committee in monthly meetings and wellness initiatives. Coordinates and manages all Wellness programs and services, including running the Team Step Challenge and Biggest Loser Challenge.
- An active member of the Safety Committee. Helping to ensure the safety and wellbeing of all employees.

- Attends unemployment compensation hearings and other related hearings/meetings when needed or necessary.
- Updates HR spreadsheets with employee change requests and processes paperwork.
- Works closely with payroll to ensure all New Hires are entered into HRIS system.
- Suggests new processes or procedures and assists in updating and writing/rewriting of County policies.
- Handles Worker's Compensation Claims and FMLA forms when necessary.
- Works with Department Heads to develop job descriptions.
- Assists with disciplinary matters including terminations.
- Assists HR Director with various research projects and/or special projects.
- Processes, composes, and maintains confidential correspondences, reports, and documents, establishes and maintains files, logs, and statistics required within the department.
- Performs other duties as assigned.

ELIGIBILITY – ALL CANDIDATES MUST

*Any combination equivalent to education and experience that provides the required skill and knowledge is qualifying.
Typical qualifications would be equivalent to:*

- Associate's Degree in Human Resources (Bachelor's preferred)
- Minimum of two (2) years' experience in a human resources environment
- Working knowledge of Microsoft Office and HRIS systems

HOW TO APPLY

Interested applicants may submit a letter of interest for this position in writing, to **Jodi Lepley, Human Resources Director**, in the County Commissioners Office, 300 North Center Avenue, Suite 500, Somerset, PA 15501, by 4:00 p.m. of the last date to apply. (814) 445-1409.

Additional information regarding this position may be obtained by contacting Jodi Lepley (814) 445-1425.

Jodi Lepley, Human Resources Director

