



# Human Resources Generalist

Non-Exempt | Hourly (\$18.82 - \$28.46)

## OVERVIEW

The Human Resource Generalist will assist with the daily functions of the Human Resources Department, including hiring and interviewing staff; onboarding; out-processing; administering pay, benefits, and leave; and enforcing company policies and practices.

## DUTIES AND RESPONSIBILITIES

- 20%** Maintain all personnel files, including but not limited to all payroll and benefits information, per state and federal regulations. Cross-check and update all personnel information and enrollments with vendors. Track all internal and external deadlines closely.
- 20%** Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with department managers to understand skills and competencies required for openings. Conduct or acquire background checks and employee eligibility verifications.
- 15%** Perform routine tasks required to administer and execute human resources 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.
- 15%** Prepare and update new employee orientation, current employee updates, and terminated employees' offboarding materials. Conduct new hire orientation and onboarding. Manage offboarding procedures for terminated employees.
- 10%** Participate in employee disciplinary meetings, terminations, and investigations, as needed.
- 10%** Maintain compliance with federal, state, and local employment laws and regulations and best practices; review policies and practices to maintain compliance.
- 5%** Review, track, and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, aptitude exams, and certifications.
- 5%** Performs other duties as assigned.

Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

## EDUCATION AND EXPERIENCE

### Experience

- Three to five years of similar or related experience, including time spent in previous positions
- Knowledge of employment laws including but not limited to the following preferred: FMLA, ADA, HIPAA, EEOC, FLSA, and other federal, state, and local laws.
- Good problem-solving skills and the ability to react quickly to arising problems

### Education

- Four-year college degree preferred
- Two-year college degree or completion of a specialized course of study at a business or trade school required

### Skills

- Proficient in Microsoft Office (Word, Excel)
- Skilled oral and written communicator
- Ability to communicate effectively with people both verbally and in writing is essential.
- Ability to listen and understand staff concerns and assist at all levels as needed.

### Requirements

- Must have a valid drivers license
- Must be willing to travel to all Infuze Credit Union branches

## ADA REQUIREMENTS

Individuals must perform primarily sedentary work with limited physical exertion and occasional lifting of up to 50 lbs. Must be capable of climbing and descending stairs in an emergency. Must operate standard office equipment including computer, conference room monitor, telephone, copier, facsimile, and calculator. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## ACKNOWLEDGEMENT

This job description is not a contract and should not be presumed to guarantee employment. Infuze Credit Union is an Equal Opportunity Employer and does not discriminate against employees or applicants based on race, color, religion, gender, national origin, disability, age, or any other category protected by law.

---

EMPLOYEE SIGNATURE

---

DATE

---

AUTHORIZED REPRESENTATIVE

---

DATE