

Human Resource Generalist Job Description

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|---|---|--------------|
| Job Title – Human Resource Generalist | Reports to: Chief Human Resource Officer | |
| Job Code- | Overtime Status: XX Exempt (not eligible)_ Non-Exempt(eligible) | |
| Department – Human Resource | Prepared by: | Date: |
| Facility - | Approved by: | Date: |
| <p>Job Summary The incumbent will be responsible for the Human Resource (HR) administration of the hospital. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care human resources and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p> | | |
| <p>Supervises</p> <ul style="list-style-type: none"> • None | | |
| <p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Resolves HR related issues and concerns impacting the work environment • Partners with management and provides support in all areas of HR, including employee engagement, performance management, EEO, Affirmative action and compliance with state and federal HR standards • Maintains current knowledge base of federal and state laws and regulations relating to HR issues • Coaches and advises managers and employees on key HR policies addressing issues of complex and sensitive nature • Participates in the design, implementation, and management of programs that build employee engagement and retention • Maintains employee records in a manner that is compliant with regulatory bodies as well as consistent with organizational standards • Maintains employee personnel files including completed I-9 forms • Performs duties of the HR manager if the HR manager is absent/on leave | | |
| <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Attends HR meetings • Attends staff meetings • Completes continuing education units to maintain certifications | | |
| <p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Bachelor's degree in Human Resources, Organizational behavior, or equivalent • PHR certification | | |
| <p>Experience</p> <ul style="list-style-type: none"> • Required - 2-3 years experience as a human resource generalist • Preferred - 2-3 years experience as a health care human resources generalist | | |
| <p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office and HRIS system • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred | | |
| <p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External patients and providers</p> | | |
| <p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p> | | |

Human Resource Generalist Job Description continued

| General Activity | Number of Hours | | | | |
|-----------------------------|----------------------|------------------|------------------------|-----|-----|
| | None | 1-2 | 2-4 | 4-6 | 6-8 |
| Drive | | X | | | |
| Sit | | | | X | |
| Stand | | X | | | |
| Walk | | X | | | |
| Motion | Up to 1/3 of shift | | 1/3 or more of shift | | |
| | Bend | | | | |
| | Squat | | | | |
| | Crawl | | | | |
| | Climb | | | | |
| | Reach | X | | | |
| | Lift | X | | | |
| | Carry | X | | | |
| | Push | X | | | |
| | Pull | X | | | |
| | Twist | X | | | |
| Turn | X | | | | |
| Use of Hands and Feet | Gross Motor Function | | Precise Motor Function | | |
| | Right Hand | X | | | |
| | Left Hand | X | | | |
| | Right Foot | X | | | |
| Left Foot | X | | | | |
| Weight Lifted/Force Exerted | Up to 1/3 of shift | | 1/3 or more of shift | | |
| | Up to 10 pounds | | | | |
| | Up to 25 pounds | X | | | |
| | Up to 50 Pounds | | | | |
| | Up to 100 pounds | | | | |
| More than 100 pounds | | | | | |
| Body Fluid Exposure | No <u>XX</u> | | Yes | | |
| Mental Demands | | YES | | YES | |
| | Attention Span | X | Memory | X | |
| | Concentration | X | Patience | X | |
| | Conceptualization | X | Problem Solving | X | |
| Influence People | X | Relate to Others | X | | |
| Working Environment | | YES | | YES | |
| | Indoor | X | Loud Noise | X | |
| | Outdoor | | Fumes | | |
| | High Temperatures | | Confined Areas | X | |
| Low Temperatures | | Radiation Area | | | |

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature