



HR Generalist

Reports To: *Director of Administration, People & Culture*

Classification: FT

FLSA Status: Exempt

Effective Date: Summer 2021

Position Summary:	<i>Reporting to the Director of Administration, People & Culture, the HR Generalist serves as a resource for the Cultural Vistas HR team, management, and staff by proactively providing a broad range of HR services to ensure efficient and seamless administration and coordination of HR-related projects, programs, and activities.</i>
Essential Duties and Responsibilities:	<p>Administration & Compliance</p> <ul style="list-style-type: none">• In collaboration with the Director of Administration, People & Culture, provides day-to-day support to staff and supervisors regarding general human resources related questions/issues, providing accurate and appropriate information or guidance, or escalate as appropriate.• Responsible for personnel records management in compliance with federal, state, and local legal requirements.• Conducts research, and assists in the development and implementation of organizational and personnel policies and procedures.• Contributes to the development of new and existing departmental and organizational goals, objectives, and systems.• Assists with compiling data and preparing reports, metrics, spreadsheets, presentations, and handling special HR projects as directed.• Maintains compliance with federal, state and local employment laws and regulations.• Maintains and coordinate Kudos, employee recognition program.• Administers leave programs (ADA, FMLA, etc.) in collaboration with Director of Administration, People & Culture and VP of Administration.• Supports Director of Administration, People & Culture with all employee aspects of the performance review process, including but not limited to: assignment of reviews and follow up with employees.• Responsible for administrative tasks related to keeping an Employee Handbook and internal HR manuals up-to-date.• Supports departmental goals, objectives, and systems.• Generates annual letters with updated staff salaries and PTO balance. <p>Talent Acquisition & Management</p> <ul style="list-style-type: none">• Supports recruiting process, including writing and posting of job advertisements, conducting phone screens, and training hiring managers on writing job descriptions, coordinating and facilitating interviews, requisition materials, and candidate selection.• Manages new hire process; maintain and update organizational chart and staff directory.• Conducts employee onboarding, New Hire Orientations, and work with managers and teams to ensure a positive onboarding experience for all new hires.• Administers the Onboarding Ambassador program between volunteer employees and recent hires.

- Responsible for facilitating recruiting and new hire process of international interns while adhering to internal policies and procedures, and applicable laws Manage and track onboarding ambassador program between volunteer employees and recent hires.
- Supports the Director of Administration, People & Culture to administer and manage the termination and offboarding process.
- Manage performance management database; provide guidance and feedback to supervisors regarding performance evaluations.
- Research and identify training and professional development opportunities to support succession planning and internal learning and development.
- Design surveys to encourage staff engagement and participation and analyze resulting data.
- Prepare and update job descriptions as needed.
- Maintain job position library and templates in Hyrell applicant tracking system.

Performance & UltiPro HRIS Management

- Responsible for reviewing accurate processing and reconciliation of semi-monthly payroll in collaboration with payroll consultants.
- Updates pay adjustments, title changes, employee status, perform audits regularly.
- Updates benefits selections on an ongoing basis in the various benefit portals and supports annual open enrollment process
- Manages new hire information processing and approval via UltiPro.
- Supports the design and implementation of performance management programs strategies, processes, and tools.
- Assists in the development of policies, guidelines, and tools to support managers throughout the performance management process.
- Supports development of HR training and support for functional processes like Performance Reviews and New Employee Orientation, talent management, Internship programs and mentoring initiatives

Customer Services

- Supports the Director of Administration, People & Culture with telephone and mail communications, consistently ensuring high quality customer service
- Provides administrative and meeting support as needed
- Participates as needed in special projects, including office social committee, ICDEI committee, etc.
- Helps organize staff functions such as retreats, picnics, and holiday celebrations

Professional Development

- Develops and maintain industry knowledge by seeking out educational workshops, classes, and related publications.
- Participates in administrative staff meetings, retreats, and organization-wide events; attends seminars and industry events.
- Takes a proactive approach to improve business functions and workflow within department
- Works in accordance with the mission, goals, values, and strategic direction of Cultural Vistas.

Skills and Abilities Required:

- Advanced competency in human resource management, including principles, best practices, and regulatory compliance, with demonstrated ability to effectively manage multiple processes and projects
- Advanced payroll processing knowledge and experience
- Demonstrated ability to maintain confidentiality and exercise discretion
- Ability to multi-task and work efficiently in a dynamic environment
- Strong critical thinking and problem-solving skills; an overall analytical approach
- Ability to exhibit a collegial attitude and excel within a collaborative team working environment
- Commitment to professionalism, communicability, quality, efficiency, and process improvement
- Ability to provide excellent customer service, both internally and externally
- Ability to articulate positively, clearly, and professionally to diverse audiences
- High level of concern for client relationships and providing exceptional customer service

	<ul style="list-style-type: none"> • Strong leadership qualities; flexible, resourceful, proactive and collaborative, with the ability to serve as an effective role-model • Ability to effectively analyze and monitor assignments to completion • Honest, direct and transparent communication regardless of the message • Ability to translate ambiguity and complexity into a simple and clear direction that motivates others to achieve results • Ability to build and maintain positive relationships internally and externally • Continuous commitment to professional development for oneself and others in the department • Interest in and commitment to the mission of Cultural Vistas • Demonstrated knowledge of mathematical calculations and bookkeeping procedures
Computer Equipment and Software Experience Required:	Must be proficient in Microsoft Suite products. HRIS database experience and UltiPro/UKG proficiency required.
Education and Experience Required:	<p>Education: Bachelor's degree required. Master's degree in human resources management or a related field a plus. Professional in Human Resources (PHR), SHRM-CP certification preferred.</p> <p>Years of Experience: 3-5 years of prior Human Resources experience.</p>
Physical Demands of Position:	Domestic and international travel may be required. Work on weekends, holidays, and evenings may be required.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are minimum levels of knowledge, skills, and/or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.