

Community Foundation of Sarasota County Job Profile

Title: Human Resources Generalist
Date: 9/15/23
Reports to: Vice President, Human Resources
Supervises: NA
Status: Exempt

Purpose:

The HR Generalist ensures accurate and timely administration of benefits, policies, procedures, employee relations, performance management, salary administration, recruitment, onboarding/offboarding and compliance with state/federal laws. The incumbent maintains a high standard of customer service, judgment, and concern for confidentiality.

Key Responsibilities:

- Support the full recruitment process: prepare job postings, track applicants, screen applicants, schedule interviews, process background checks, coordinate decision-making sessions, ensure interface between hiring/payroll modules works properly.
- Provide day-to-day support to supervisors re: employee relations, performance management, job profiles, hiring, independent contractor agreements, benefits, etc.
- Conduct onboarding sessions for new employees.
- Coordinate the process for employee separations.
- Participate in annual benefit plan review and provide support during enrollment cycles. Assist employees with health and retirement plan questions.
- Ensure timely employee benefits enrollment processes; reconcile insurance invoices.
- Coordinate unemployment and workers' compensation issues; process annual audits.
- Prepare and audit personnel, benefits and I-9 files to ensure compliance.
- Assist in preparation of (and participation in) market compensation surveys.
- Provide administrative support (correspondence, reports, meetings, prep. documents, maintain HR calendar, track projects, plan employee events/meetings).
- Process payroll via Paychex; audit and run reports.
- Prepare annual 5500 Form for 401(k) plan.
- Prepare annual Compensation & Benefits summary reports for employees.
- May provide supervision to administrative functions/staff.

Qualifications:

- Bachelor's degree in HR management, business or related field preferred; may consider a combination of education and strongly aligned experience.
- At least 5 years HR generalist experience, including 1-2 years of payroll and benefit processing (ideally, utilizing an online system like Paychex/other).
- Proven experience providing HR support in a fast-paced environment.
- Highly-developed organizational, time management, problem solving and project management skills, along with a focus on process improvement.
- Strong relationship-building, listening and communication skills; proven ability to build positive relationships, lead by example, and influence effectively.
- Proficient with Microsoft Office Suite; able to self-support for basic computer and network problems.