



JOB DESCRIPTION # 20.4

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Human Resource Generalist

JOB CATEGORY: Professional Support Staff

REPORTS TO: Vice President of Human Resources

BASIC FUNCTIONS: Provides coordination and administration of the Seven Hills Foundation Human Resources services as assigned by the Vice President of Human Resources.

SCOPE: Work is performed with a high degree of independence and under the supervision and direction of the Vice President of Human Resources. This position serves all of Seven Hills' subsidiaries.

QUALIFICATIONS: Bachelor's Degree in Human Resources or Business Administration with a minimum of two (2) years of Human Resources experience, preferably within a health care or higher education or relevant experience in the human services non-profit sector. Alternatively, a combination of relevant experience, including a minimum of five (5) years of HR experience may be substituted for degree. Valid Driver's License Required. Access to vehicle for use in some local travel required.

SCHEDULE: 40 hours per week, Monday through Friday. Occasional additional hours as corporate needs dictate.

RESPONSIBILITIES/OBJECTIVES:

Performs a wide variety of Human Resources support functions, including but not limited to:

- Apply detailed program knowledge in developing and maintaining program records, systems and data collection;
- Communicate Human Resources policies, procedures and programs to Seven Hills' employees;
- Coordinate routine and non-routine administrative activities;
- Act as a liaison between the Human Resources Office and internal/external customers;
- Assist recruiting department with job fairs and other activities as needed;
- Assist with employee on-boarding and employee orientation;
- Collect and maintain data and prepare related reports as needed, including but not limited to EEO, OSHA, VETs, performance evaluations, etc;

- Assist with leave administration, related employee communications and tracking. Ensure compliance with FMLA, ADA and other regulations affecting leaves and assist with decisions based on collected information;
- Unemployment compensation claims administration, data collection and related functions;
- Coordinate internship placements and assist with administration of internship programs;
- Assist with the development of job descriptions as necessary;
- Assist with routine employee relations issues;
- Assist with employee meetings during Open Enrollment time, present benefits summaries to programs and answer employee benefits questions;
- May represent the Human Resources Office on various committees as necessary;
- Make periodic site visits to assigned program areas to ascertain employee satisfaction and address question relative to Human Resource programs and initiatives;
- Attend and participate in various Foundation and Affiliate meetings and outside conferences, informational meetings, career and job fairs as required;
- Other related duties as assigned.

PHYSICAL REQUIREMENTS: Ability to lift up to 25 lbs. on occasion. Ability to perform primary job functions while sitting, typing and viewing computer screen for extended periods of time. Environment is a stationary office using usual office equipment such as computers, faxes, copy machines and phones.

STATUS: Exempt.

STATE CONTRACT CROSS REFERENCE TITLE: Not Applicable

This job description is only a summary of typical functions, and is not exhaustive or comprehensive of all possible job responsibilities, tasks and duties.

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date