

Job description

HR Generalist

Catholic Funeral and Cemetery Services (CFCS)

SUPERVISOR: Directly reports to HR Manager

JOB SUMMARY:

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting Catholic Funeral and Cemetery Services (CFCS). This position carries out responsibilities in the following functional areas: benefits administration, payroll, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

ESSENTIAL FUNCTIONS:

Department Administrative Functions:

- Compile and record employee time and payroll data. May compute employees' time worked, production and commissions. May compute and post wages and deductions or prepare paychecks.
 - Compile payroll data such as garnishments, vacation time, insurance and 403(b) deductions.
 - Review timekeeping data to ensure completeness and accuracy.
 - Contact various department supervisors regarding incomplete time records.
 - Process semi-monthly transfer of payroll data to payroll vendor.
 - Compile internal management reports from payroll system software.
 - Prepare and maintain employee files for CFCS staff.
 - Maintains various HR filing systems for completeness and accuracy.
 - Maintains human resource information system records and compiles reports from the database.
 - Maintains company organizational charts and the employee directory.
- Provide support to CFCS employees and managers as needed.

Staffing and Development Functions:

- Post and track Job Announcements.
- Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; writes and places advertisements.
- Coordinates and attends job fairs

- Track all incoming resumes for CFCS positions.
- Coordinate all necessary communication with candidates such as requests for additional material as needed.
- Follow retention guidelines such as maintaining resumes electronically for two years.
- Coordinate process for third party background checks.
- Facilitates or provides training (including orientation) to the workforce.
- Prepares materials for onboarding and conducts safety orientation.
- Assign and track completion of Anti-Sexual Harassment course for all positions.

· Assists with the annual performance evaluation program.

HR Compliance and Service Functions:

· Administers various human resource plans and procedures for all company personnel.

- Participates in administrative staff meetings and attends other meetings and seminars.
- Participates in developing goals, objectives, and systems.
- Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Assists with employee relations issues such as employee complaints.
- Assists with employee relations counseling, outplacement counseling and exit interviewing.
- Conducts exit interviews, analyzes data, and makes recommendations to the management team for continuous improvement.
- Responds to Equifax claims and represents the company for any unemployment claims.

Benefits Administrative Functions:

- Assists Benefits Manager with administering benefits and leave of absence programs.
- Assists with the annual open enrollment process and conducts employee benefit seminars as appropriate. Ensure that all communications materials remain current and accessible to employees.
- Conduct benefits orientations and explain benefits self-enrollment system to employees.

- Process benefits payroll deductions forms within required time limits to meet payroll.
- Administer monthly insurance invoice reconciliation with payroll deductions.
- Oversee and maintain Workmen's Compensation Claims.

Performs other related duties as required and assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's or Associate's degree in Human Resources, Organizational Development, Business Administration or related field.

Experience: Three to five years' human resource experience in the following areas: performance management, administration of payroll, oversight of Worker's Compensation Claims, and conflict resolution.

Skills / Knowledge: Practicing Catholic with excellent written and verbal communication skills; ability to present material to a large audience; proficient in Microsoft Word, Excel, and computerized software; able to quickly establish rapport; able to work independently; is a self-starter and task oriented; able to maintain strict confidentiality; able to analyze information; possesses professional temperament and appearance; able to work and relate to a variety of personalities and cultures.

Job Type: Full-time

Salary: \$23.00 - \$27.00 per hour

Expected hours: 40 per week

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Day shift

Work Location: In person

