**Job Title: HUMAN RESOURCES (HR) GENERALIST**

**To Apply: Send resume and cover letter to Kiron Dawkins (KDawkins@Westcop.org)**

**Job Description:** WestCOP is looking for an HR Generalist to join our team and implement various human resources programs. The Human Resources Generalist will be responsible for providing services and support in multiple functional areas of Human Resources. Your role as an HR Generalist will undertake a wide range of HR tasks, including organizing trainings, administering employee benefits and leaves, and crafting HR policies. You will work to ensure that all employee records are up-to-date and confidential. You will also act as a point of contact for employees' queries on HR-related topics. The goal of the Generalist is to ensure that the HR Department's operations will be running smoothly and effectively to deliver maximum value to the organization.

**Position Responsibility and Specific Duties:**

* Administer compensation and benefit plans
* Conduct employee onboarding and help organize training and development initiatives
* Provide support to employees in various HR-related topics, such as a Leave of Absence and Compensation, and resolve any issues that may arise
* Manage leave and paid time off programs in HR systems by processing all status changes, salary changes, garnishments, terminations, withholding request immediately upon notification
* Prepare daily, monthly, quarterly, or annual reports as required
* Promote HR programs to create an efficient and conflict-free workplace
* Assist in development and implementation of human resource policies
* Undertake tasks around performance management
* Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
* Organize quarterly and annual employee performance reviews
* Maintain employee files and records in electronic and paper form
* Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities
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* Ensure compliance with labor regulations
* Coordinate COBRA and other benefits for terminated employees
* Prepare payroll for processing with proper coding and program allocations to be transferred to payroll department
* Perform other HR duties as assigned by management

**Key Working Relationships:**

Internal: Supervision by Executive Director & Consultants MYHR-Department  
External: All community, local, county, state, and federal agency funders

**Minimum Requirements:**

* Understanding of general human resources policies and procedures
* Good knowledge of employment/labor laws
* Good working knowledge of MS Office, ...
* Familiarity with ADP or similar HR software
* Excellent communication and people skills
* Aptitude in problem solving
* Desire to work as a team with a results-driven approach
* BS/BA in Business Administration or relevant field
* 4 + years in a Branch of Military Service
* 3+ years of experience in related duties or comparable fields
* Additional HR training is a plus

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.