



Human Resources Generalist Position Description

RISE is an emerging leader in coordinated care and mental health service delivery in Dane County and the Greater Madison area. We embrace a strengths-based approach in partnering with others to address the mental health and wellness needs of our community. We value equity and inclusion, collaboration, care, resourcefulness, and growth. We encourage personal and professional growth in all positions in our agency and seek new talent that will continue to enrich and diversify our workplace perspective and our connection to the community.

The Human Resources Generalist is responsible for a variety of human resources, administrative, internal and external reporting functions, as well as assisting others in a variety of duties and functions. The Human Resources Generalist reports to the Human Resources Director.

As with all positions at our agency, it is the duty of the individual in this position to fully support the mission, vision, and values of the agency, to work in a coordinated manner with other employees, and to demonstrate professional and personal confidence in the service delivery model and approaches taken by the organization.

Position Responsibilities:

Human Resources:

1. Responsible for full cycle of recruiting, including working with hiring managers on job posting, posting positions, sourcing candidates, responding to candidates, selecting candidates who meet hiring criteria and bringing them to the hiring manager's attention, scheduling interviews and evaluating candidates, all the way to collaborating with the hiring manager and/or other HR staff during the offer process, identifying and recommending the compensation, start dates, and other pertinent details. Own the organization's recruiting program.
2. Plan and conduct new employee orientation and paperwork.
3. Prepare employee separation notices and related documentation, set up exit interviews and work closely with the Human Resources Director to analyze results to determine reasons behind separations, any trends, to be shared with the Senior Leadership Team.
4. Develop workflow and functionality of HRIS database's Recruiting, Benefits, and Performance modules by working collaboratively with staff and hiring managers for feedback and tweaks to optimize the candidate and staff experience with the platforms.
5. Assist with management of HRIS database and reporting functions.
6. Solicit feedback and prepare reports to analyze the effectiveness of benefits or human resources supports.
7. Ensure COBRA compliance in employee hiring and termination.

8. Maintain employees' personnel records and related files according to agency policy and current legal guidelines.
9. Assist the Human Resources Director in support of supervisors with hiring, grievance concerns, reviewing data, performance management, and staff support/morale.
10. Assist the Human Resources Director with compensation and benefits analysis, reviewing processes, data retrieval, and analysis, including reviewing and revising the program as needed.
11. Assist with Human Resources systems review/analysis, recommended updates to ensure equity, and execute changes/updates (some examples include the support of recommendations from the culture climate survey, full review of position descriptions to ensure equity amongst all positions, hiring process review, personnel policies, etc.).
12. Assist with the administration of benefits programs such as life, health, dental, disability insurance, and employee assistance.
13. Build relationships among staff in order to be a trusted support person.
14. In conjunction with the Human Resources Director, provide support and assistance to satisfy legal reporting requirements.
15. Work with the Human Resources Director on various projects and work as requested to enhance the overall operation of the agency.

Payroll

1. Lead and process biweekly payroll
2. Support regular compensation updates according to agency schedules.
3. As needed, work with the Accounting Team and the Human Resources Payroll & Benefits Specialist on taxable employee reimbursements to ensure they are recorded properly in the payroll system.

Agency

1. Engage in ongoing examination of and engagement with one's own biases and continued work toward cultural humility.
2. Engage with others in a manner that embraces diverse life experiences and perspectives.
3. Attend and actively participate in agency meetings as requested.
4. Follow RISE's confidentiality guidelines to ensure program participant privacy.
5. Follow RISE's policies and procedures as cited in the Employee Personnel Manual.
6. Perform other duties as requested by the direct supervisor or agency director that enhance the overall agency operation.
7. Hold a valid driver's license, have access to reliable transportation, and have a driving record that enables purchase of automobile insurance, in accordance with agency guidelines.

Required Qualifications:

- Associate Degree in Business, Human Resources, or closely related field
- At least two years of work experience in a human resources position

- Previous experience with processing or supporting payroll
- Previous experience with handling sensitive and confidential information
- Demonstrated high quality written and verbal communication skills
- Proficient computer skills, specifically in current versions of Microsoft Word, Excel, and Outlook; and willingness to learn new skills as needed or required
- Strong ability to pay attention to detail
- Possess a commitment to providing quality work and the timely completion of duties
- Demonstrated ability to work as a member of a team
- Demonstrated ability to perform work with high ethical standards
- Proven success in delivering high levels of quality service to a team (performing in a professional and pleasant manner)

Preferred Qualifications:

- Advanced degree in Human Resources
- At least one year of experience processing payroll for a group of 50 or more employees
- Bilingual in Spanish, French, Arabic, Hmong, or another language as deemed supportive of staff (in addition to English) as determined by ALTA test and within RISE’S acceptable range of expertise

HIPAA Regulations:

As a required part of employment with RISE, the employee must preserve all rights and protections under the Health Information Portability and Accountability Act (HIPAA) of 1996 for the consumer population served by this agency; it is the obligation of the employee to ensure that private health information is protected and that disclosures are permitted only with appropriate authorization. The employee is required to comply with all Federal and State regulations as part of the organization’s HIPAA training which describes the policies and procedures for the agency.

Accountability: The Human Resources Specialist is accountable to the Human Resources Manager.

Employment Status: Position is regular full-time, 35–40 hours a week.

FLSA Status: Non-exempt

Physical Demands:

While performing the duties of this job, the employee is required to sit at a desk and computer for long periods of time, is occasionally required to stand; use hands and fingers to operate and handle keyboards and computer controls. May be requested to lift materials of up to 35 lbs. Specific vision abilities required include close vision reading. The position requires sitting, standing, stooping, bending, lifting, walking, climbing, speaking, and driving. The functions of this position are varied in nature and require the ability to make clear and concise presentations and to respond in an effective and appropriate manner during crisis. The employee is required to communicate effectively via verbal, audible and written means.

Work Conditions/Hours:

Heated and air conditioned open office/office environment. Noise level is usually low to moderate. Occasional travel by vehicle required. The employee may be requested to drive self and others via vehicle. Regular schedule is 35–40 hours per week, Monday–Friday, with some scheduling flexibility.

RISE is an Affirmative Action/Equal Opportunity employer. RISE offers equal employment opportunities to all employees and applicants for *employment, upgrading, demotion or transfer, recruiting, layoff or termination, rates of pay or other forms of compensation, selection for training including apprenticeship insofar as it is within our control* without regard to race, color, religion, sex, sexual orientation, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, political beliefs, student status, genetic information, marital status, age, disability, or any classification protected by federal, state, or local laws.

The information written in this job description indicates the general nature and level of the work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this position. While employed in this position, an employee may be required to perform other duties not listed in the description. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. RISE retains the discretion to add duties or change the duties of this position at any time.

I acknowledge that I have read, understood, and received a copy of the position description. I accept this position with RISE.

Signatures:

Employee signature and date

Printed Name

I have provided this position description to the employee and answered any related questions.

Supervisor signature and date

Printed Name