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# Example of Human Resources Generalist Job Description

Our company is growing rapidly and is looking to fill the role of human resources generalist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for human resources generalist

* Recommend improvement to policies, programs, and procedures to improve human resources operations
* Assist managers with employee relations issues and conflict resolution
* Communicates with all employees regarding policies and procedures
* Process and track Worker's Compensation, FMLA, Medical, Educational and Personal leaves of absences
* Assisting with Employee Relations including EEOC, Affirmative Action, and have heavy experience with investigative practices
* Assisting management with policies and procedures questions, guidance and/or coaching within assigned business unit
* Complete research relating to HR best practices on FMLA/STD/Worker's Compensation as needed
* Participate in employee relations and employee engagement activities
* Support performance management and compensation administration
* Monitors career pathing, employee relations and counseling and provides an inside perspective to Senior Management

## Qualifications for human resources generalist

* Develop necessary reports from HRIS for surveys, reports, union dues payment reconciliation, internal and external data requests, union negotiations
* Assist Human Resource Manager in resolving associate relations issues
* Investigates employee relation issues
* Chairs Safety Committee
* Trains all equipment operators
* Adheres to all OSHA mandated courses