



Example of Human Resource Generalist Job Description

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Our company is looking for a human resource generalist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for human resource generalist

- Consults with managers and staff regarding employee relations, performance improvement, corrective counseling and other human resources issues as needed
- Responsible for administration of FMLA and disability claims, leaves
- Handles all compliance with legal and governmental requirements including OFCCP/AAP, EEO, Veterans, FMLA and Workers' Compensation
- Assist HR Director with short-term and long-range goals of development of HR policy and procedures, laws, standards and government regulations and making suggested improvements
- Ensure that policies and procedures are clearly communicated and administered in a fair and consistent manner
- Recommends local operating budget for recruitment, employee relations, employee education and training
- Ensures organizational compliance with labor laws and guidelines including but not limited to Federal and local DOL, EEOC
- Creates and maintains employee policies and procedures
- In coordination with HR Manager, promote continuous improvement efforts relating to HR process
- Support recruiting efforts as necessary

Qualifications for human resource generalist

- Perform administrative duties such as creating reports, forms and letters, filing
- Various HR projects and leadership assistance
- Monitor workers' compensation claims and coordinate work between associates and insurance carrier
- Investigate problems, such as working conditions, disciplinary actions, and associate and applicant appeals and grievances
- Hazard Communications
- Security Management Training