

NEW POSITION

Mental Health Association in Orange County, Inc.



HUMAN RESOURCES GENERALIST JOB POSTING

- I. **Title:** Human Resources Generalist
- II. **Reports to:** Human Resource Manager
- III. **Job Objective:** Human Resources Generalist is responsible for performing HR-related duties and work closely with senior management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.

Qualifications:

- Bachelor's Degree in related field with 4 years of experience in Human Resources
- **OR**
- Associate degree in related field with 6 years of experience in Human Resources
- PHR/SHRM-CP preferred.
- Supervisory experience preferred.
- Ability to work under strict confidentiality.
- Excellent written and verbal communication skills.
- Excellent attention to detail.
- Ability to work in a fast-paced environment.
- Excellent analytical, planning, and organizational skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Proficiency with MS Office suite (Word, Excel and PowerPoint).
- Must display commitment to social justice principles which include equity, diversity, and supportive environments.
- Must display commitment to decreasing and ultimately eliminating inequity and promoting inclusiveness of diversity.
- Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
- Must be people oriented and results driven.

- Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
- Ability to work independently with limited supervision.
- Must be clear and maintain an acceptable record under mandated criminal background check process.
- Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Bilingual in Spanish and English preferred.

IV. Responsibilities:

- Assure that Mental Health Association in Orange County, Inc. (MHA) and its mission, programs and services are consistently presented in an efficient, strong, and positive image at all times.
- Support Human Resource Team, auditing performance appraisals, approving work schedules and time off requests.
- Foster and maintain an environment of collaboration and innovation in accordance with Human Resource established principles and procedures.
- Ensure personnel policies and procedures fully conform to current laws and regulations regarding wages, hours and working conditions.
- Review departmental needs with supervisors, assisting with staffing level analysis to ensure optimal coverage, and obtain approvals on hire requisitions.
- Support internal and external employment advertisements, job postings on employment websites, ensuring optimal recruiting and retention of a diverse workforce.
- Build applicant sources by researching and contacting local community services, colleges, employment agencies, media, and internet sites.
- Assist with telephone screening of candidates, scheduling qualified candidates for interviews in their respective departments, and check and document employee references, corresponding with applicants and providing feedback as needed.
- Process payroll in the absence of Human Resources Coordinator.
- Responsible for interviewing, hiring, training, supervising, and evaluating direct report staff.
- Conduct and document 45-day new employee interviews as well as employee exit interviews.
- Maintain and update Employee Handbook as needed.
- Oversee various insurance responsibilities, which include but are not limited to:
 - Follow-up on insurance needs of the agency.
 - Ensure overall knowledge of all insurance policies, payment schedule/renewal dates.
 - Prepare necessary documentation for policy renewal.
 - Add new coverage as needed (new programs or changes in program, etc.).
 - Support QA in obtaining certificates of insurance when requested.
- File EEO-1 report annually; maintain other records, reports and logs to conform to EEO regulations.
- Track relevant data for submission of OSHA 300 forms.

- Ensure agency response and follow up for COVID exposures and positive cases, ensuring adherence to Department of Health, Centers for Disease Control (CDC) and OSHA current guidelines.
- Track and monitor employee COVID vaccine and testing status.
- Maintain and develop agency COVID Policies and Procedures as well as disseminating current information to employees.
- Ensure regulatory compliance and administer the following: Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), NY State Paid Family Leave (PFL), Department of Labor (DOL), Workers Compensation and Short-Term Disability (STD) and any other leave related programs.
- Assist with the coordination of open enrollment period, process benefit selections and yearly option selections.
- Manage all activities associated with administration of 403 (b) plan, FSA account, Worker's Compensation, Short Term Disability, Long Term Disability, Health Care Benefits, and Life Insurance.
- Serve as liaison for EAP (Employee Assistance Program).
- Support benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
- Research new and additional cost-effective employee benefits.
- Conduct new-employee orientation and Human Resources trainings.
- Provide Human Resources presentations at regularly scheduled New Employee Orientation sessions.
- Maintain MHA's Wage and Salary Plan.
- Oversee and track staff members' anniversary dates, change accruals, salary, and benefits as necessary.
- Oversee schedule of staff members' performance appraisals' due dates and notify supervisors accordingly.
- Oversee processing of all required employee fingerprints and background checks.
- Lead the implementation of agency safety and health programs.
- Further develop agency interviewing protocols, counseling supervisors on candidate selection.
- Conduct and analyze exit interviews, recommending changes.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional associations.
- Ensure planning, monitoring, and appraisal of employee work results by training supervisors in employees' performance management, which includes but is not limited to coaching, counseling, implementing performance improvement plans and progressive discipline as needed.
- Support management with employees, hearing and resolving employee grievances, counseling employees and supervisors.
- Perform exit interviewing, identifying trends and compiles and distributes documents for reporting purposes.
- Assist in evaluation of reports, decisions, and results of department in relation to established goals.

- Serve as primary contact for all staff regarding human resource issues. This includes, but is not limited to intake of new employees, review of benefits and policies, enrollment in selected benefits, and review of Employee Handbook.
- Support supervisors to ensure optimal communication, feedback and recognition of their direct reports.
- Ensure that supervisors know how to successfully, ethically, honestly, and legally communicate with employees.
- Follow all agency policy and procedures and demonstrate continuous regard to personal safety and the safety of others.
- Provide leadership to MHA's annual Sensitivity Training, Benefits Fair and Supervisors Training.
- Adhere to the agency Code of Ethical and Legal Behavior which requires all employees, consultants, board members, volunteers, and interns to perform their responsibilities according to ethical and legal standards with honesty, integrity, fairness, good faith, and respect for others and the law.

VI. Other Duties:

- In the spirit of teamwork, answer MHA's main office phone as needed.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

VII. Terms of Employment/Benefits:

- Non-Exempt.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:

Human Resources

Mental Health Association in Orange County, Inc.

73 James P. Kelly Way

Middletown, NY 10940

or fax to (845) 343-9665

or email to mharecuiting@mhaorangeny.com