

UCP of Greater Cleveland

Job Description

JOB TITLE: **Human Resources Generalist**
SUPERVISED BY: Director of Human Resources
POSITIONS SUPERVISING: None
EXEMPT POSITION: Job Grade E31

BASIC FUNCTION: With general direction from the Director of Human Resources, is directly responsible for coordinating recruitment and employment, primarily focusing on entry level staffing. Generalist duties to include data entry, completion of various personnel paperwork, candidate/employee correspondence, performance evaluation reminder notices and miscellaneous administrative tasks.

QUALIFICATIONS: Bachelor's degree required and 1-2 years of recruiting/interviewing experience. HR experience preferred, but not required in human services field providing services to persons with disabilities. Experience should include knowledge of multiple recruiting sources, interviewing techniques, personnel policies/procedures, Orientation of new employees and federal/state laws regarding employment practices. Must have excellent interpersonal skills. Excellent verbal and written communication skills, organizational skills and strong computer skills a must. Must have reliable transportation and a valid Ohio driver's license with two (2) or fewer moving violations.

RESPONSIBILITIES:

1. Together with the Director of Human Resources recruits all levels of staff through internal job posting, ad placement, college recruitment, and job fairs.
2. Assists in the administration of the employment application process, including pre-screening resumes, scheduling interviews, conducting interviews and corresponding with all applicants. Keeps managers and supervisors informed of hiring status on a regular basis.
3. Assures pre-employment tests are administered, including driving record, drug, criminal background and TB tests.
4. Maintains compliance with federal, state, and county regulations concerning employment.
5. May conduct exit interviews.
6. May work with staffing and temporary agencies on an as-needed basis.
7. Prepare Orientation list and participate in Orientation as directed by the Director (preparation of materials, room set-up, lunches, touring, assistance with obtaining ID badges, facilitation).
8. United Way agency campaign administrator.
9. Responsible for Health & Safety training for new employees and those employees requiring recertification.
10. Plan additional employee events, as required.

- 11. Review completed new employee personnel files.
- 12. Other duties as assigned by the Director.

Print Name: _____

Signature: _____

Date: _____

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New: 11/11
Revised: 10/12, 2/15, 8/16, 1/17