United Way of Greater Rochester
Career Opportunity

Join the team!
United Way of Greater Rochester is a dynamic and collaborative work environment comprised of dedicated professionals who care about making our community a better place. Join our team and serve Greater Rochester with your time and talent.

Mission
Our mission is to unite the goodwill and resources of the Greater Rochester community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and people in need to make this community stronger and more vibrant together.

Values
Our core values define who we are and how we serve our community together. United Way and our team members are caring, trustworthy, collaborative, innovative, respectful and results-oriented.

Job Title: Human Resources Generalist
FLSA Classification: Exempt
Reports to: Director of Human Resources

Position Summary: The Human Resources (HR) Generalist will perform a wide range of tasks for the Human Resources department in support of United Way of Greater Rochester. The Human Resources Generalist will handle the daily functions of the Human Resource department including hiring and interviewing, benefits, leave of absences, compliance, implementing and maintaining company policies and practices, employee relations and be a resource for the employees at United Way of Greater Rochester. The HR Generalist will contribute to ensuring high employee engagement, productivity and a great work culture.

Essential Functions:

- Manage day to day HR operations (i.e. employee inquires, requests, email, documentation, compliance, etc.)
- Handle HR administrative duties and assignments
- Manage the recruitment, interview and selection process. Ensure equity and diversity in recruitment policies and procedures.
• Partner with hiring managers on resume selection, pre-screen and interview process, conduct interviews
• Facilitate background check process and conduct reference verification
• Lead onboarding strategy and conduct employee orientation
• Responsible for new hire documentation process
• Maintain and update job descriptions for all positions. Create job descriptions when needed
• Conduct stay and exit interviews to provide recommendations based on data
• Conduct salary negotiation at discretion of the Director of Human Resources
• Handle employee questions/concerns/issues in a timely manner
• Handle employee relations issues/concerns with direction from Director of Human Resources. Partner with supervisors and leaders in employee relations issues for resolution.
• Update employee benefit and administrative policies annually/as required (i.e. employee handbook)
• Prepare bi-weekly payroll authorization for finance department
• Responsible for employee termination process/documentation
• Maintain files/records of employees, salary, offer letter, performance, leaves, etc.
• Create and update HR department and organization files such as presentations, organization chart, policies and procedures etc.
• Collaborate on current industry trends in all HR areas
• Manage health and safety related issues
• Manage performance review process w/supervisors and leadership team
• Coordinate employee satisfaction surveys
• Support employees: EAP, health and welfare programs/benefits
• Oversee labor postings and regulation to assure agency compliance
• Ensure HR department/UWGR is compliant with state and federal labor and employer regulations
• Arrange seminars, workshops and conferences (i.e. training and development)
• Must be capable of reliable and predictable attendance
• Consistently demonstrate the values and mission of United Way
• Contribute to team effort by performing other duties as needed/assigned

Competencies
• Interpersonal skills
• Written and verbal communication skills
• Strong organizational skills
• Adept in technology (Microsoft Office, CRM Systems, Databases)
• Time management and prioritization
• Attention to detail
• Analytical ability/Problem solver
• Able to apply discretion and maintain a high level of confidentiality when handling sensitive information
• Proficient in Microsoft office programs

**Supervisory Responsibility**
None

**Travel**
Rare local travel may be required

**Required Education and Experience**
Associate’s Degree in Human Resources or related field and 3 years of experience in the human resources field that includes employee relations, compliance and benefits; or equivalent combination of education and experience.

**Preferred Education and Experience**
Bachelor’s Degree or higher and at least five years of experience in the human resources field; or equivalent combination of education and experience.

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

United Way of Greater Rochester is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, gender, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, veteran status or status as a member of any other protected group or activity.