



POSITION: Human Resources Generalist

REPORTS TO: Chief Executive Officer

SALARY: \$85,000-95,000

SUMMARY: A newly created full-time position!

If you enjoy the variety of a Generalist position, will thrive as a department of one, and are passionate about supporting a culture of inclusion, then Lifting Up Westchester (LUW) is the place for you.

The role reports directly to the CEO and has responsibility for the full scope of human resource services in a dynamic and entrepreneurial environment. The Human Resource Generalist is responsible for the organization's employee relations, payroll, talent acquisition, performance management, orientation, benefits administration, training, legislation and compliance, and policy interpretation. This position serves as a member of the senior management team, providing advisory support to managers and other team members as needed and plays a leadership role in perpetuating an organizational culture where all employees can thrive and succeed.

As the sole Human Resources professional in the organization, the Human Resources Generalist must be organized, self-motivated, and willing to perform both the more administrative and the more sophisticated aspects of the function.

The position is full-time and requires a physical presence in the headquarters office in White Plains.

RESPONSIBILITIES:

Talent Management

- Collaborate with management in recruiting strategies and implementation, including reviewing and managing job postings, assisting in screening candidates, preparing offer letters and conducting background checks.
- Lead LUW onboarding and orientation process including review of key policies, benefits and general organizational information, departmental training and organizing quarterly new hire lunches with senior management team.
- Partner with management to develop and maintain all job descriptions and ensure all staff are familiar with the expectations for their role.
- Collaborate with management to develop a training and development program for all staff including scheduling of internal and external mandatory and optional training sessions.
- Lead LUW performance evaluation process including ownership of performance evaluation tool, coaching managers on delivering effective performance feedback and assisting with performance improvement plans or other progressive discipline.
- Support employees in their growth/efforts to address any areas for improvement.

Compensation and Benefits

- Process payroll. Manage the HRIS and payroll data systems; and provide essential reports to senior management to assist in the management of employee resources.

- Administer compensation and benefit plans. Maintain active working relationships with all appropriate vendors. Respond to unemployment and workers compensation insurance claims. Assist employees with benefit claims, disability, and other leave requests.
- Partner with CEO in evaluation of compensation and benefit plans and negotiation of contracts for those plans.
- Advise management of appropriate compensation levels for staff based on market data and employee performance.

Employee Relations

- Serve as a resource for employees on various HR-related topics including questions on benefits, leaves and compensation, issues with co-workers or management etc.
- Conduct appropriate follow-up on issues raised by employees to fully resolve their concerns and/or escalate as appropriate for further investigation or action.
- Where appropriate, coach employees on how to handle issues directly.
- Investigate all verbal or written complaints of violation of LUW policies, law or regulation and report out and document the results of such investigations.
- Assist with disciplinary and termination procedures.

Workplace Culture

- Ensure that human resources incorporate the vision, values, and culture of the organization. Identify, evaluate, and resolve human relations, employee morale, work performance, and organizational productivity concerns.
- Promote HR programs to create an efficient and conflict-free workplace.
- Serve as senior management representative on the Diversity, Equity and Inclusion Task Force.
- Serve as a liaison to Employee Advisory Council.
- Organize annual staff retreat, monthly staff meetings and other staff gatherings and appreciation activities and events.

Policy and Compliance

- Ensure organizational conformation with applicable HR related regulations and statutes as well as organizational procedures and policies.
- Participate as a senior management team member in order to develop and discuss organizational procedures and policies.
- Maintain physical and digital files for employees and their documents, benefits, and attendance records.
- Ensure tracking of demographic data for applicants consistent with LUWs commitment to equal opportunity employment.
- Coordinate risk management protocols and assist in developing wellness and safety programs to address staffing needs.
- Remain up to date on new regulatory and legal requirements affecting HR policy.
- Assist in development and implementation of human resource policies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work independently on a broad variety of projects.
- Able to establish and maintain healthy, honest working relationships with a broad range of individuals. Strong empathy and coaching skills
- Demonstrated commitment to treating all people fairly and with dignity and respect.
- Strong project management, time management, and organizational skills. Ability to manage and multi-task in a fast-paced environment.

- Excellent verbal and written communication skills.
- Comfortable speaking openly about issues of diversity, equity and inclusion and championing solutions when those values are not being fully realized in the workplace.
- Detail oriented. Analytically driven, with solid problem-solving skills.
- Knowledge of New York state employment laws and regulations and ability to develop HR programs and policies based on business and/or statutory requirements.
- Willingness to work additional hours or otherwise go above and beyond when critical issues so require.

EDUCATION AND EXPERIENCE:

- BA/BS degree in Business or Human Resources
- Requires 8-10 years of progressive hands-on experience in all HR functions with 5 years of experience at the management level.
- Experience that illustrates the ability to manage multiple employment matters simultaneously.
- Demonstrated proficiency with Microsoft Office Suite and payroll databases. Knowledge of ISolved a plus.

LUW is committed to being a best-in-class employer with an inclusive and supportive culture and work environment. We offer a full range of benefits including medical, dental, vision, EAP, life and LTD insurance; 25 days of Paid Time Off to start, 11 paid holidays, 403(b) with an employer match.

TO APPLY: Please email your cover letter and resume to HRCareers@liftingupwestchester.org