



Job Announcement

Posted: November 28, 2018

Human Resource Generalist

ACCESS is a team of Superheroes that make a difference in the community every day. If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you. Bring your leadership, attention to detail, and caring personality to this challenging and well-rounded position.

Job Title:	Human Resource Generalist
Job Hours:	Full Time – Exempt
Salary:	\$1,645 - \$2,057 semimonthly DOE
Benefits Offered:	Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan

Position Summary

The Human Resource Generalist is responsible for the support and implementation of human resource oversight at ACCESS. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

Primary Duties & Responsibilities

- Work with Operations Director to develop and oversee the on-boarding/recruiting process and procedures. Including, but not limited to creating and posting job announcements, reviewing applications, conducting reference and background checks.
- Complete pre-hire, orientation, and benefit enrollment process with employees ensuring that all policies, procedures, and benefit information is distributed consistently and accurately.
- In coordination with Operations Director, review all employee and volunteer performance documentation. Mediate and advise management and/or employees/volunteers of appropriate resolution. Coach and guide managers before the execution of disciplinary actions; up to and including termination.
- Track and evaluate goal setting, performance evaluations, and any other documentation as needed including disciplinary actions.
- Oversee, review, and implement extended leave procedures with employees such as Jury Duty, Medical leave, and Military leave.
- Schedule, assist, and perform interviews with supervisors as needed.
- Assist the Operations Director in researching compensation. Complete annual open enrollment meetings, paperwork, and data entries. Answer employee questions regarding benefits.
- Assist in researching, writing, and revising agency wide policies and procedures. Responsible for ensuring that agency wide policies and procedures are in accordance with State and Federal law.
- Responsible for agency compliance with Federal and State legislation pertaining to all personnel matters.
- Document and review payroll, including entering all new employee information, prior to submission to the Finance Department. Work closely with the Finance Department to ensure all employee information including wages, benefits, and deductions are correct.
- Participate and be an active member of ACCESS the Safety Committee.



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Posted: 11/8/18

Human Resource Generalist

Primary Requirements

- Belief in ACCESS' mission to help people help themselves.
- Three years of human resource experience.
- Demonstrated knowledge of Federal and State guidelines as related to human resource and payroll practices.
- Excellent record keeping and organizational skills.
- Excellent oral and written communication skills.
- Excellent computer skills, including thorough knowledge of Microsoft Office.
- Ability to work effectively with others and maintain confidentiality.
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

Preferred Qualifications

- PHR Certification.
- Direct Supervisory experience.

Apply by Sending Application, Cover Letter & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email hr@accesshelps.org

Visit www.accesshelps.org for more information