



Job Announcement

Posted: July 25, 2022

Human Resource Generalist

ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!

Job Title:	Human Resource Generalist (Exempt)
Job Hours:	Full Time (40 hours)
Salary:	\$49,584. To \$58,344. Annually 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 resources at ACCESS. This position fulfills 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 Human Resource Manager to implement the on-boarding/recruiting process and procedures. Including, but not limited to creating and posting job announcements, reviewing applications, conducting reference and background checks.
- Assist in pre-hire, orientation, and benefit enrollment process with employees ensuring that all policies, procedures, and benefit information is being distributed consistently and accurately.
- With direction from the Human Resources Manager, research, and update compensation structures.
- In coordination with the Human Resources Manager, complete the annual benefit open enrollment processes.
- Assist Human Resources Manager in tracking and evaluating 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.
- 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.
- Complete benefit reconciliation for all ACCESS staff. Including completing reports, census, reimbursement requests, and payments as needed.
- Accurately enter all employee information into the HRIS, 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.



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- Work with various agencies on workers compensation claims and unemployment claims.
- Maintain and update authorized drivers list with insurance agency.
- Oversee business cell phone/tablet issuance, credit card distribution and building key procedures; including issuing or terminating access as needed.
- Complete all vouchers and filing related to human resources
- Attend regular trainings on best practices and employment law updates.

Primary Requirements

- Belief in ACCESS' mission to provide food, warmth, and shelter.
- At least 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.
- Excellent Excel skills, with the ability to create pivot tables.
- Ability to work effectively with others and maintain confidentiality.
- Ability to multitask in high volume environments
- Professional in presentation and communication.
- Ability to transition quickly between tasks and manage conflicting priorities appropriately
- Valid Oregon driver's license with record that is acceptable under ACCESS' insurance policies.

Preferred Qualifications

- PHR Certification.
- Direct Supervisory experience.
- Bilingual (English & Spanish)

ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

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

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