HUMAN RESOURCES GENERALIST - BROOKHAVEN NATIONAL LABORATORY

JOB ID #311

EXEMPT

Position Description

The human resource generalist at is responsible for performing HR-related duties on a professional level reporting directly to the Sr. HR Manager for the Energy Sciences Directorate. This position carries out responsibilities in multiple functional HR areas, including: employee relations, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance. Administer various human resource policies and develop procedures and programs that support the tactical and strategic mission of the Directorate.

- Act as a resource to staff and a business partner to management through effective listening, coaching, and the delivery of tools and resources to implement organizational goals that create value for the client and the organization.
- Assist in the implementation of human resources strategies and programs ensuring compliance with overall BNL guidelines and policies.
- Communicate HR policies and procedures to staff.
- Provide advice and counsel on employee relations issues. Conduct thorough investigations on policy violations, analyze facts, and prepare final investigation reports. Implement and interpret applicable BNL policies and procedures.
- Recommend alternative actions to resolve problems and effect continual improvements.
- Partner with hiring managers to develop recruitment strategies, write job descriptions, source candidates, and attend job fairs.
- Advise management and staff on a wide-variety of HR issues and concerns.
- Conduct exit interviews and prepare reports on trends.
- Communicate and maintain compliance with applicable Federal, State, and local laws with respect to Human Resources activities.
- Assist Sr. HR Manager in all areas of HR.

Required Knowledge, Skills and Abilities:

- A Bachelor’s degree in Business preferably with an emphasis in Human Resource Management or equivalent experience.
- A minimum of 4 years’ experience as a human resources generalist, which must include full-cycle recruitment experience.
- Requires initiative, determination and excellent consultative skills in order to identify problems in the early stages and provide solutions or referral suggestions.
- Knowledge of federal employment law, knowledge of state, and local laws and their impact on human resources issues.
Requires evidenced abilities to analyze situations, conceptualize solutions, and communicate effectively with management and staff.

Strong HR and business knowledge which influences management team in their decision making.

Effective oral and written communication and excellent interpersonal and coaching skills.

Excellent organizational skills with the ability to work accurately with close attention to detail.

Highly proficient in Microsoft Office Suite.

Experience with PeopleSoft HR, PeopleFluent, or similar Human Resources Management Systems.

Preferred Knowledge, Skills, Abilities:

- Masters’ Degree or SHRM Certification (PHR, SPHR, SHRM-CP or SHRM-SCP)

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- Medical Plans
- Vacation
- Holidays
- Dental Plans
- Life Insurance
- 401(k) Plan
- Pension Plan
- On site Child Development Center, Swimming Pool, Weight room Tennis Courts, and many other employee perks and benefits

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