

**Junior HR Generalist**  
Full-Time | Smithtown, NY

Developmental Disabilities Institute, DDI, is one of the largest providers of care to children and adults with Autism, developmental disabilities and other special needs. DDI has been a part of Long Island for over 50 years serving over 1,500 children and adults with Autism, other developmental disabilities and special needs. DDI provides innovative and expansive services to our population through various residential services, day habilitation programs and vocational services.

**In this role, you will:**

- Provide support to all HR functions which includes HCMS/Compensation, Benefits, Credentialing, Training, and Recruitment
- In conjunction with the HR Generalist maintain compliance with federal and state regulations concerning employment including but not limited to, I-9 employment eligibility, Wage Theft Protection Act, EEO, OSHA, etc.
- Assist employees with general inquiries about DDI's health benefit plans
- Work closely with DDI's health benefit insurance carriers & the point of contact for DDI's benefit system of record to ensure employees are enrolled or terminated correctly from the health benefit plans.
- Work closely with the HR Generalist to conduct focus groups and periodic educational presentations to enhance employee engagement and help with ongoing employee education of DDI's employee benefits.
- Assist with the annual benefit open enrollment process for the Agency's benefit programs.
- Administer all employee leaves (FMLA, PFL, Military Leave and Unpaid LOA).
- Administer DDI's Workers' Compensation program and submit all required documentation to DDI's Workers' Compensation insurance carrier accurately and timely.
- Actively participate in DDI's Safety Committee by tracking and presenting data to DDI's Director of Safety and Security and the committee on a monthly basis.
- Work closely with DDI's COBRA vendor to ensure all regulatory requirements are being met.
- Assist employees with general inquiries about the Agency Retirement Plan.
- Enter employee transactions relating to personnel changes, education verification, substance abuse results, suspensions and corresponding leaves of absence into the HCMS.
- Assist the HR Generalist in the administration of the Agency's DSP Levels program.
- Generate monthly, standard, custom and adhoc reports in support of program needs & management objectives.
- Handle set up for new hire orientation, which includes distributing packets and name tags, ensuring laptops and videos are working and send new hire orientation list to management distribution list
- Oversee Tech Time and Benefits Modules for new hire orientation and provide backup support for other modules when needed
- In partnership with the HR Generalist train all HCMS users on all applicable aspects of the system and ensure all users are leveraging it properly.
- Conduct exit and stay interviews and compile data to be analyzed by the HR Generalist.

- Support and in some cases oversee employee engagement initiatives (Holiday Party, DSP Week, Teacher Appreciation Week, Spirit Week, Service Awards, etc.)
- In conjunction with the Credentialing Administrator, assist with the processing of credentialing and all regulatory requirements
- Assist with the annual performance appraisal process
- Work closely with the Communications Department to ensure information regarding HR initiatives are posted to the portal and assist with providing materials for the agency website
- Assist with recruitment initiatives, which includes but is not limited to attend recruitment events/job fairs and distributing flyers
- Provide quality customer service to employees and HR business partners
- Ensure confidentiality of all employee/agency information
- Other duties as assigned

**We require:**

- Associates Degree or 2 years' experience in Human Resources
- Ability to Multitask
- Detail Oriented
- Must be able to work independently and prioritize assignments based on urgency
- Professional demeanor
- Strong analytical skills
- Effective oral and written communication skills; ability to present in front of groups
- Computer proficiency and technical aptitude with the ability to utilize MS Word, Excel and Power Point
- Knowledgeable of HR functions

**Junior HR Generalist**, to apply visit our website at [www.ddiny.org](http://www.ddiny.org) and click *Join Our Team!*  
An EOE.