

Human Resources Generalist

Position Summary: Under the supervision and support of the Vice President, Human Resources and Compliance, this role will support and lend assistance to the following areas of human resources including, but not limited to: HRIS support and development, benefits administration, compensation, performance management, recruitment process, employee relations and employee relations activities, coordination of orientation (NET) New Employee Training and (QNHO) Quarterly New Hire Orientation, assisting with the development of supervisor or management training modules or programs, contributing to human resources compliance and auditing activities and survey preparedness, and employee satisfaction and retention. Administers Workers Compensation, oversees all Leaves including FMLA, NYS PFL, NYS Disability, Unemployment Insurance, Employee Accidents/Illnesses and OSHA programs.

Essential Functions:

- Serve as a resource for managers and department supervisors on personnel issues, and personnel policies and procedures; confer with VP, Human Resources for coordinated resolution and work with supervisors and staff to resolve employee relation issues.
- Assist supervisors with formulation of content for Performance Reviews, Performance Improvement Plans, Disciplinary Actions; confer with VP, Human Resources and forward on for final review
- Tracks all PIP (Performance Improvement Plans), extensions of probation and DA (Disciplinary Actions)
- As directed by the VP, Human Resources and Compliance, recommend and draft personnel policies and procedures. Assist with preparation and updating of HR Policy Manual and Employee Handbook within PolicyTech
- Research, recommend, and schedule training for supervisors and managers; create annual training calendar at the beginning of each year.
- Contribute to employee relations and outreach activities including a lead contributor on Staff Enrichment Day, periodic human resources visit to the health centers
- Maintain and update the job description library files
- Send merit increase notifications to supervisors bi-weekly
- Receive, process, and prepare responses to inquiries from employees regarding leaves of absence including FMLA, NYS PFL, NYS Disability, personal leave and emergency leave.
- Receive, process, and prepare responses to agencies such as Department of Labor, OSHA, Unemployment Insurance, Workers' Compensation, and others.
- Receive, process and follow-up on employee accidents/illness reports; track all on OSHA reporting logs;
- Contribute to and serve on the Staff Engagement and Recognition Committee, contribute /or create work plan; recruit members; schedule meetings and events.
- Prepares for and attends NYS Unemployment Hearings as necessary
- Must possess critical thinking and keen problem-solving skills

- Flexible to travel as needed including: Hawthorne Administration, field support to Health Centers and Smithtown/White Plains training and events or efforts related to community outreach
- Serves as primary back-up to VP, Human Resources during absence

Qualifications:

Experience, Education and Licensure

- Bachelor's degree in human resources, business, or related field preferred, or equivalent combination of education and experience, will be considered.
- Excellent PC skills including Microsoft Suite (Word, Excel, Power Point).
- Knowledge of HRIS systems (ADP strongly preferred)
- Minimum of two-four years progressively responsible human resources experience and within the health care industry, strongly preferred
- Must display a high degree of integrity, confidentiality and awareness when interfacing with all customers
- Engenders trust and collaboration with all
- Fosters the open-door philosophy of human resources
- Supports the mission, vision goals of the affiliate, leadership and senior management team
- Available to work evenings and weekends, as needed.
- Maintain the high confidential nature of human resources work.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff and managers.
- Collect, compile and analyze information and data.
- Convey a positive and professional image to applicants and staff.
- Contributes to self-development and professional growth as a human resource professional and in commitment to the profession
- Keeps abreast of all regulatory, legal and compliance updates

Please submit your resume to phyllis.kapelus@pphp.org