JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title: Human Resources Generalist</th>
<th>Employment Status: Full-time</th>
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<tbody>
<tr>
<td>Department: Finance and Administration</td>
<td>FLSA Status: Exempt</td>
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<tr>
<td>Reports to: Director of Human Resources/Risk Management</td>
<td>Supervises: n/a</td>
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Habitat for Humanity of Metro Denver is looking to hire a Human Resources Generalist.

Are you a ‘people’ person who enjoys interacting with diverse groups of people? Are you an individual who likes to stay busy and thrives on variety? Or are you looking for a sense of purpose vs. a ‘plain old’ job? If so, please read on!

This full-time, exempt position offers competitive pay. We would also offer you awesome benefits in exchange for your positive attitude and hard work. These include medical, dental, vision, 401k, short-term disability and life insurance, a vast array of paid time off options, paid time to volunteer locally and internationally, and much, much more!

Does this sound like the right opportunity for you? Do you have a minimum of two to three years of experience in a human resources support role and are looking for the next step in your career? If so, apply today!

ABOUT HABITAT FOR HUMANITY

Habitat for Humanity of Metro Denver was established in 1979 by a group of passionate volunteers. These volunteers worked tirelessly to fundraise, acquire land, select families and manage all the logistics to build the first Habitat homes in Denver. Since then, Habitat Metro Denver has become one of the largest affiliates in the U.S.

With positions in home construction/renovation, retail sales, mortgage services and administration, Habitat Metro Denver has grown from a volunteer-only organization to an employer of over 160 individuals. At Habitat Metro Denver we know that our strength and success relies on the power of people who come together to make a difference.

People in our community, and all over the world, partner with Habitat for Humanity to build or improve a place they can call home. Habitat homeowners help build their own homes, alongside volunteers, and pay an affordable mortgage. With our help, Habitat homeowners achieve the strength, stability and independence they need to build a better life for themselves and their families.

GENERAL DESCRIPTION:

The Human Resources Generalist supports our leaders and managers with HR services and assisting employees with their day-to-day HR-related needs. They develop partnerships across the organization to support a positive employee experience. The work they do aligns to the overall strategic objectives and mission of Habitat for Humanity of Metro Denver.

CORE RESPONSIBILITIES:

Employee Relations

- Consults with managers and supervisors on sensitive issues, providing HR guidance when appropriate.
- Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations while minimizing risk.
- Provides day-to-day performance management guidance to management and supervisors (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with managers and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.

Talent Acquisition and Onboarding
- Manages full-cycle recruitment activities for assigned requisitions (from job posting through the offer stage). Works with hiring managers to hire the most qualified candidate.
- Works with Director of HR to improve the overall candidate experience and employer brand.
- Assists and supports evolving employee onboarding program.

Training & Professional Development
- Identifies and responds to training and professional development needs for departments and individuals.
- Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
- Enrolls employees in management-related and other courses and tracks attendance in HR systems.

Compensation and Payroll Administration
- Researches compensation ranges and makes recommendations as requested.
- Manages maintenance of job descriptions.
- Assists with annual salary review process.
- Serves as payroll backup to HR Coordinator.
- Assists with maintenance of data bases and HR systems (i.e., Mosaic and Trakstar).
  - Keeps employee information updated
  - Enters new employee information and deactivates employees as needed
  - Runs reports as needed

Worker’s Compensation & Leaves of Absence
- Administers Worker’s Compensation, FMLA, and ADA providing support to managers and employees.

Insurance Management
- Requests Certificates of Insurance from insurance brokers on an as-needed basis.
- Work with vendors and management to provide required documentation for grants and other vendors related to commercial insurance, as well as monthly reporting.

Other
- Works with vendors to provide accurate and timely reporting for programs.
- Performs other related duties as assigned.
- Conducts new employee follow-up (“stay”) interviews and exit interviews as assigned.

KNOWLEDGE, SKILLS, ABILITIES:
- Uses discretion when handling sensitive information.
- Diplomacy in dealing with interdepartmental colleagues and public.
- Excellent verbal and written communication skills.
• Excellent interpersonal and customer service skills.
• Excellent organizational skills and attention to detail.
• Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
• Ability to acquire a thorough understanding of the organization’s hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
• Excellent time management skills with a proven ability to meet deadlines.
• Strong analytical and problem-solving skills.
• Proficient with Microsoft Office Suite or related software.
• Experience with payroll preferred.
• Committed to the mission and values of HFHMD

EDUCATION, EXPERIENCE:
• Bachelor’s degree preferred
• SHRM-CP or PHR preferred
• At least two to three years in a human resources support role required

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:
• This position will require sitting at a desk for most of the day and the ability to type
• Able to lift and carry when necessary
• Must be able to drive to ReStore locations; valid driver’s license and MVR required
• Habitat for Humanity of Metro Denver is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Habitat for Humanity of Metro Denver is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Habitat for Humanity of Metro Denver upholds and abides by all Federal Fair Housing and Lending standards.