JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Title:</th>
<th>Human Resources Generalist</th>
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<tbody>
<tr>
<td>Employment Status:</td>
<td>Full-time</td>
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<tr>
<td>Department:</td>
<td>Finance and Administration</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Reports to:</td>
<td>Director of Human Resources/Risk Management</td>
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<tr>
<td>Supervises:</td>
<td>n/a</td>
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About Habitat for Humanity of Metro Denver
Habitat for Humanity of Metro Denver is part of a global housing organization that is dedicated to eliminating substandard housing locally and worldwide. We construct, rehabilitate and preserve affordable houses; advocate for fair and just housing policies; and provide training resources to empower low-income families to be self-sustainable. Habitat Metro Denver has served more than 930 local families throughout its 40-year history in Denver and is in the top 10 Habitat affiliates in the United States.

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).
  o Keeps employee information updated
  o Enters new employee information and deactivates employees as needed
  o 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