



## Human Resources Generalist

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**Job Title:** Human Resources Generalist

**Salary Type:** Exempt

**Reports to:** Sr. Director of Human Resources

**Effective:** As soon as possible

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**PRINCIPAL OBJECTIVE:**

This full-time position is responsible for managing the payroll system and supporting the Sr. Director of HR with all human resource initiatives such as recruiting efforts, on-boarding, and employee relations.

**CORE RESPONSIBILITIES:**

- Oversees the organizational payroll system processing biweekly payroll, summarizing results and providing reporting to Finance.
- Supports the annual audit and tax preparation with any payroll related reporting needs.
- Responsible for coordination of online time and attendance system, including entry, audit, bi-weekly processing, maintenance and reporting. Summarizing and analyzing time reporting allocation of senior staff for board review in determining organizational needs and priorities.
- Serves as the liaison between the vendor and staff for the online time and attendance system and HRIS, ensuring both parties have the necessary information. Subject matter expert for organization's HRIS and time and attendance system.
- Responsible for on-boarding, off-boarding, and status changes in the HRIS system.
- Assists with orientation process for new hires, including distribution and collection of new hire documents, completion of I9 documents, and scheduling on-boarding meetings.
- Partners with the Sr. Director of HR on employee relations issues, ensuring fair and consistent application of policies and practices.
- Advises leaders and supervisors about the steps in the progressive disciplinary process and counsels leaders on employment issues.
- Responsible for aspects of recruiting process, such as posting positions, interviewing, scheduling, and candidate outreach.
- Assists in the administration of the benefit plan and serves as first point of contact for employees.
- Administers human resources policies and employee guidelines in accordance with local and federal laws. Responsible for annually reviewing and making modifications as needed.
- Assists in maintaining updated job descriptions for all staff and volunteer positions.
- Manages and maintains all HR records ensuring confidentiality and retention rules are followed.
- Other duties as assigned.

**CORE COMPETENCIES:**

**Servant Leader Role Model:** sets the standard for and consistently demonstrates the behaviors of servant leadership; always adheres to Pi Phi values

**Ethical Decision Making:** willing to make tough/unpopular decisions based on what is right, acts in the best interest of the Fraternity

**Confidentiality:** Understands the importance of maintaining confidentiality, maintains confidentiality of sensitive employee information

**Credibility:** trusts others and is trusted, maintains confidentiality

**Effective Communication:** possesses strong oral and written communication and presentation skills

**Collaborative Style:** builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue

**Problem Solving:** solves difficult and complex problems with effective solutions; is excellent at honest analysis

**Technical Skills:** high level of proficiency with use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Experience with a Payroll Software system, preference with experience with ADP TotalSource

**SELECTION CRITERIA (Knowledge, Skills and Abilities):**

Bachelor's degree in Business or related field with three years of human resources experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

**ADDITIONAL INFORMATION:**

Minimal travel required

***I have received and read my job description and understand the requirements of the job. I understand this job description is not intended to be all-inclusive; I am expected to perform other duties as assigned. Further, I acknowledge that Pi Beta Phi reserves the right to revise or change job duties as the need arises.***

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Employee Name (Printed)

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

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Date