



Human Resources Generalist

General Duties:

The Human Resources Generalist is responsible for assisting the Human Resources Director to meet the needs of Champaign County RPC (RPC). The Human Resources Generalist works as part of the human resources team to coordinate the strategies related to talent acquisition and retention, selection, pre-employment background checks, professional development, compliance, training, wellness events, and employee engagement initiatives. The position requires the ability to prepare, maintain, disseminate, and retrieve confidential information in a fast-paced environment. The Human Resources Generalist must also be knowledgeable of and comply with federal and state employment regulations, bargaining agreements, and continuous high volumes of recordkeeping necessary to meet various program requirements. As a representative of the RPC Human Resources Team, the Human Resources Generalist works with community leaders to develop employment initiatives for youth, veterans, and individuals reentering the workforce.

Specific Duties and Responsibilities:

- Coordinate and process documentation necessary to support the compliance requirements of multiple grants
- Conduct new hire orientation for new employees to ensure training has been effectively administered and necessary work eligibility and payroll documents are accurately and timely completed
- Conduct E-Verify work eligibility verifications and process documents for new hires, youth employment participants
- Manages complex non-citizen work eligibility compliance to meet the requirements of the U.S. Citizenship and Immigration Services and the Department of Labor
- Works with the Human Resources Director to prepare for multiple program audits related to personnel practices and documentation
- Works closely with the Human Resource Director to improve work relationships, build morale, increase productivity and retention; assists with identifying and clarifying problems; seek and evaluate potential solutions
- Conduct and coordinate multi-tier background checks, references checks, pre-employment physicals, and immunizations for various programs
- Maintain and manage departmental forms and databases, including but not limited to ChildPlus, Kronos, tuition reimbursements, training, leave of absences, discipline and other Human Resources related areas of responsibility



- Process Workforce Opportunity Investment Act (WIOA) new hire and payroll documents and employment status changes
- Process Family Medical Leave requests and certification paperwork
- Conduct onboarding processes for non-paid interns, including obtaining background clearances as the program dictates
- Process a high volume of verification of employment requests for current and past employees
- Process RPC Worker's Compensation claims and enter incident information into the insurance carrier's web-based system
- Maintain electronic files of employees' documents necessary to ensure program compliance and an effective contingency plan in the event of a natural disaster
- Conduct various compensation and benefits surveys for both internal and external programs/vendors
- Handle inquiries (walk-in, phone, and email) from applicants, staff, administrators, and outside agencies that come into the Human Resource office
- Assist with recruiting activities that include but not limited to managing posting vacancies, scheduling interviews, and serving as point of contact for applicants and hiring managers
- Assists Human Resources Director in creating and implementing an onboarding and training plan for new and existing staff
- Collaborate with Human Director and hiring managers to create continuing training and education for employees
- Conduct and host employee training as needed to support agency-wide initiatives
- Represent the agency at employee recruiting events
- Assist the Human Resource Director with research projects and special projects
- Assists with Human Resources projects to support Strategic Plan priorities and department continuous improvement initiatives
- Assists with job analysis and development of job descriptions
- Assists with performance management recordkeeping
- Assist with other duties as assigned to support the goals of the agency

Required Knowledge, Skills, Characteristics and Abilities:

- Bachelor's degree in a Business or Human Resources related field; or three years of human resource work experience; or an equivalent combination of related education and work experience.
- Human Resource Certification by either SHRM or HRCI is preferred.
- Advanced database/software skills; must be proficient in MSWord and MS Excel in particular; knowledge of HRIS, applicant tracking, electronic background checks, learning management systems desirable



- Prior experience working with Kronos is preferred
- Working knowledge of employment legislation – FLSA, ACA, FMLA, ADA, ADEA, EEOC, OSHA, etc.
- Working knowledge of talent acquisition practices, benefits, and payroll
- Ability to work in fast-paced environment

Essential Functions:

- Ability to work autonomously and with a team to process high volumes of records and employee requests
- Must be able to effectively communicate verbally and in writing with employees and stakeholders
- Sit or stand for long periods of time to review, input, and analyze data
- Specific, vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Effectively maintain computer systems, spreadsheets, files and reports necessary to support the goals of the organization
- Maintain awareness and knowledge of all Federal and State employment laws and compliance regulations. Ensure compliance with the RPC's EEO non-discrimination provisions and diversity initiatives as they relate to the recruiting function
- Must maintain the strictest standards of confidentiality as it relates to personnel actions and activities occurring in Human Resources
- Ability to lift 10 pounds and occasionally 25 pounds

Competencies:

- Leadership Skills
- Interpersonal Skills
- Communication Proficiency
- Results Driven
- Employee and Stakeholder Focused
- Motivation to Succeed
- Problem Solving/Analysis/Trouble Shooting
- Decision Making
- Ethical Conduct
- Detail-Oriented



Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Frequent use of computers, phones, photocopiers, filing cabinets, and fax machines
- Evening and weekend availability may be required
- Work may include providing services in outside agency settings such as schools and convention centers

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.