



Martha's Vineyard Community Services, Inc.

Human Resources Generalist

Job Description

Reports to: VP of Human Resources

Classification: Exempt

August 2024 Elizabeth Folcarelli, CEO

Next Review July 2026

Job Summary:

The Human Resource Generalist will perform the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Supervisory Responsibilities:

- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- May assist with constructive and timely performance evaluations.

Job Responsibilities and Essential Functions (*):

1. HR Administration & Compliance*:

- a) Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- b) Handles employment-related inquiries from applicants, employees, and supervisors; referring complex and/or sensitive matters to the appropriate staff.
- c) Attends and participates in employee disciplinary meetings, terminations, and investigations.
- d) Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices on a timely basis to maintain compliance.
- e) Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

2. Onboarding*:

- a) Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- b) Conducts or acquires background checks and employee eligibility verifications.
- c) Implements new hire orientation and employee recognition programs.

3. Payroll & Recordkeeping*:

- a) Completes payroll functions including processing, answering employee questions, or researching and correcting processing errors.
- b) Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent

management; productivity, recognition, and morale; occupational health and safety; and training and development.

c) Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience preferred.
- SHRM-CP a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Employee Signature

Date