



## **Human Resources Generalist**

This position reports directly to the Director of Human Resources. This position performs professional Human Resources work with responsibilities in multiple functional areas that will include labor relations (all levels), medical concerns including Workers Compensation, leaves of absence & restricted duty, FMLA, STD & LTD. Personnel recordkeeping, policies, union contracts, employer history research, electronic & hard copy file maintenance. This position supports the Human Resources Director in all capacities.

### **Responsibilities/Duties include:**

- Will interact in all aspects of the HR Department and assigned an area of concentration.
- Involved with Employee Relations - assists employees with employment matters including benefits, leave, etc.
- Involved with the onboarding process. Assists with recruitment and interview process as well as conducts job interviews.
- Coordinates and schedules physicals/drug testing, background checks (submittal of forms), and other pre-employment screenings for new hires. Prepares and creates New Hire packets for orientation on an ongoing basis.
- Submits the online investigation requests and assists with new employee background checks.
- Involved with employment orientation providing paperwork for new employees; collect and forward to payroll; prepare new employee files, health benefits/401(k) enrollment process; prepare monthly health benefit packages for distribution prior to eligibility date. Monitor/prepare performance review forms for new hires.
- Prepares job change memos/descriptions/enters information into HRIS. Distributes job change memos/descriptions to department heads, unions, file and payroll. All job-posting duties.
- Reviews/assists with all employee accrued time off - including processing required paperwork and letters for employee leaves of absence, including Workers Compensation, FMLA, COBRA, STD/LTD and coordinating with payroll & department heads.
- Tracks all leave in HRIS including vacation, medical, Workers Compensation, personal, etc. Enters, updates, and/or retrieves information from HRIS/Payroll systems and runs necessary reports.
- Maintains/tracks various spreadsheets for insurance co-payments and tuition reimbursement.
- Performs customer service functions by answering employee requests and questions. Accepts complaints of harassment and discrimination & assists in the investigation of harassment & discrimination matters.
- Assists with various research projects and/or special projects.
- Administrative support and back up to HR Personnel as needed (i.e.: employee relations, employee benefits, payroll, workers compensation, contract negotiations, hearings, etc.).
- Audits, recommends solutions and implements modifications to HR procedures, forms and processes
- Involved/assists with employee exit process including creation of exit packs & distribution of termination documents.
- Assists with any employee discount offers by contacting companies as directed.
- Performs general office /clerical duties associated within the HR Department. Assists with compilation of audit materials.
- Performs all other duties as assigned.

## **Skills Summary:**

- Must possess excellent professional verbal/written communication skills.
- Ability to determine work priorities, detail oriented, work under pressure and be able to effectively manage multiple projects and priorities, follow direction and complete tasks and projects with minimal supervision to meet schedules and deadlines.
- Knowledge of general office practices.
- Ability to select and compile data for correspondence or reports.
- Ability to follow, apply, interpret, and explain instructions and/or guidelines.
- Must be dependable with strong ability to establish productive working relationships with all levels of employees. Must have high-level of integrity & maintain confidentiality.
- Ability to operate standard office equipment and must be PC literate, proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Team player

## **Education/Experience Requirements:**

The ideal HR Candidate at this level will have Bachelor's degree in Human Resources, Business or related field and 3 to 5 years of experience or an Associate's Degree and 6-10 years of experience in human resources or related field (i.e.: psychology, management) including employee benefit administration & compliance, employee relations and onboarding experience, knowledge of human resource related policies, regulations & laws. Multi-lingual preferred. Must have a valid Driver's License.

## **Salary:**

DOE

Please send application and resume to:

[mpancak@townofstratford.com](mailto:mpancak@townofstratford.com)

Applications may be found at:

<https://www.stratfordct.gov/content/39832/39846/39917/default.aspx>

Town of Stratford  
Office of Human Resources  
2725 Main Street  
Stratford, Connecticut 06615

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