



Alverno College-Exempt Position Description

Position Title: HR Generalist **Date:** January 2022
Department: Human Resources **Status:** Full time
Reports To: Director of Human Resources

Primary Function: To provide a variety of professional level human resources services to campus employees including, but not limited to, the areas of training, HRIS, employee relations, Faculty Contract, reporting, Tuition Remission Process, policy administration, leaves of absences, and Worker's Compensation benefits.

Principal Responsibilities:

1. Communicates with employees regarding their needs for leave and/or modified work schedules. Ensures that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to take leave.
2. Handles the FMLA leave administration process from the employee's initial notice of the need for leave to the return to work. This includes gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed, and accounting for intermittent and reduced schedule leave use.
3. Oversees the return-to-work process for employees returning from extended FMLA, workers compensation, or other leave(s).
4. Facilitates other leave requests, which may include accommodation requests under the ADA.
5. Administer various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits.
6. Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction.
7. Assist employees with health, dental, life and other related benefit claims.
8. Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
9. Administer COBRA.
10. Review and respond to unemployment claims with appropriate documentation. Review monthly unemployment statements.
11. Manage CCCTE, CIC Tuition Exchange, The Tuition Exchange Inc, and Tuition Remission (employees and dependents attending Alverno).
12. Maintains Human Resource Information System (Colleague) records and complies reports from database

13. Supports company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in retirement or benefits plans.
14. Creates and submits regulatory reports such as OSHA logs, IPEDS, ACA compliance and generation of Form 1095-C's for employees.
15. Responds to and manage employee concerns, harassment allegations and civil rights complaints.
16. Assist the HR team, as necessary, to accomplish special projects or during peak workload periods such as during open enrollment or the compensation adjustment period.
17. Assist with department sponsored activities such as the annual picnic, employee recognition dinner, wellness fair and other events.
18. Drafts and/or recommends revisions to company leave policies to ensure compliance with federal, state, and local laws and regulations.
19. Serve on a variety of campus committees as needed.
20. Participate in department meetings.
21. Contribute to and advance the college's mission.

Qualifications:

1. Five to seven years of HR Generalist experience, strong focus on administering leaves and benefits.
2. Bachelor's Degree in Human Resources, Business Administration, Psychology, or related field preferred.
3. Broad knowledge of policies and legal requirements regarding employment, benefits, and employee relations.
4. Excellent interpersonal and communication skills required. Big egos need not apply! (Some days you'll be designing our benefit plans. Other days you'll be filing contracts.)
5. Positive, professional demeanor, excellent interpersonal skills and will be able to work as a team
6. Must be a self-starter with the ability to balance conflicting points of view, function effectively under pressure and demonstrate discretion, integrity and fair-mindedness
7. Effective communication, written and grammar skills, emphasizing attention to detail
8. Strong knowledge of Microsoft Office suite and HRIS systems
9. Manage a number of priorities simultaneously and prioritize workflow based on the department's priorities and goals and meet deadlines with a high degree of accuracy
10. Ability to perform duties with minimal direction
11. Able to interact with all levels of employees and with diverse personalities, establishing and maintaining effective working relationships.
12. Ability to problem-solve, analyze situations and make sound decisions.
13. Requires the ability to move about campus, and communicate effectively with employees and applicants. The employee is frequently required to sit. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Working Conditions

General office and classroom environment.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application