



Human Resources Generalist (Ronkonkoma, NY)

The HR Generalist provides support in functional areas of human resources including recruitment and employee relations. The HR Generalist is responsible for providing guidance to hiring managers throughout the recruitment process. In addition, the HR Generalist helps to ensure that the agency's personnel policies and procedures are followed.

Responsibilities

- Identify and select appropriate methods for sourcing the most qualified applicants efficiently. Place advertisements, maintain advertising accounts (including web-based systems), track advertising costs, and make recommendations for advertising.
- Develop and maintain contacts at local colleges and organizations for recruitment, as well as attend area job fairs. Attend other events to help establish the agency as an "employer of choice" in the social services field.
- Screen, interview, and refer job applicants to appropriate supervisor or manager for all programs and departments.
- Consult with supervisors and managers regarding staff placement. Coordinate staff promotions and transfers. Provide guidance and coaching to supervisors to ensure the selection of the most qualified candidates.
- Make job offers.
- Assist employees with general HR-related questions, including but not limited to policy and procedure, benefits, training and compensation.
- Respond sensitively to employees' concerns and feedback regarding their employment. Escalate issues to HR Manager and program/department management as needed. Notify appropriate parties as needed.
- Participate in investigations such as those related to allegations of sexual harassment, discrimination, policy violations, etc. This list is not all-inclusive of the types of investigations that may need to be conducted.
- Perform reference checks and verify other background information as needed.
- Serve as an authorized user for all background checking databases, including, but not limited, to SEL, SCR, CHRC, CBC, etc.
- Record, maintain, and analyze various staffing related metrics (ie. turnover, time-to-fill, tracking hiring, etc.) Make recommendations for improvement. Report outcomes to Quality Improvement department.
- Perform job analyses as needed. Assist managers with writing and updating accurate and legal job descriptions. Ensure consistency in job descriptions across programs and departments. Ensure job qualifications meet the needs of the program and other applicable regulations.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attend trainings, seminars, and webinars to remain abreast of trends in Human Resources best practices with an emphasis on staffing and recruitment. Remain current on all employment laws relating to recruitment.

- Continuously look for ways to improve staffing function. Research new trends in employment. Identify appropriate sources for finding qualified candidates.
- Conduct initial hire orientation and present HR portion of training to new Staff during Personnel Orientation. Update presentation materials to remain current with employment regulations and trends in the workplace. Ensure that staff attend as appropriate.
- Conduct exit interviews and record the data. Notify management of any trends and provide recommendations for improvement as applicable.
- Maintain regular contact with new employees to ensure adequate on-boarding. Solicit feedback from new employees. Identify areas for improvement to ensure employee retention.
- Maintain the HR database system to ensure that it is up to date for new hires, transfers, promotions, and salary changes.
- Serve as back-up to the Human Resources Manager regarding staffing and employee relations matters.
- Other relevant tasks as assigned by management.

Qualifications

- BA/BS in Business, Human Resources, or other relevant field of study. Master's degree preferred. Professional certification in Human Resources, such as PHR or SHRM-CP, strongly preferred.
- At least five years of experience working in an administrative support role, including at least two years in Human Resources or in a staffing function.
- Strong knowledge of MS Office programs including Word, Excel, Outlook, and Access. Excellent knowledge of HRIS.
- Excellent attention to detail and strong project management skills.
- Bilingual preferred (English/Spanish speaking).

Work Schedule:

Monday through Friday (35 hours/week): 8:00 am – 4:00 pm

Benefits

Full-time Employees are eligible for:

- Medical, Dental, and Vision Insurance
- Tuition Assistance
- Flexible Spending Account
- Long-term and Short-term Disability
- Supplemental Specified Illness Coverage
- Supplemental Hospitalization Coverage
- Life Insurance
- 4 Personal Days, 10-22 Vacation Days, 8 Sick Days, 10 Paid Holidays-yearly
- 403(b) retirement plan with employer match

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For more information, call **(631) 361-9020 ext. 1105**