



**Job Title:** Human Resources Generalist I/II/III DOE

**Department:** Operations

**Reports To:** Director of Operations

**FLSA Status:** Exempt

**Effective Date:** September 2020

### **White Oak Mission**

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship

### **Position Purpose**

The Human Resources Generalist is responsible for maintaining the day-to-day human resource functions as outlined below. Team members of the human resources department are cross trained and able to form all duties of the department.

### **Essential Responsibilities**

A primary focus for this position will be in the areas of recruiting and onboarding, training, and employee communications. The essential duties and responsibilities of this position include the following. Other duties may be assigned, and some duties may be shared with other personnel, or may not be assigned at all.

#### **Recruiting & Onboarding**

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a high performing, diverse workforce.
- Establishes relationships with external organizations to expand recruiting opportunities.
- Assists managers with candidate interviews by organizing, preparing, participating in the interview, and documenting relevant points.
- Manages the employee onboarding process and conducts new employee orientation ensuring positive first impressions for all newly hired employees.

#### **Training**

- Establishes and coordinates an employee training process that addresses company training objectives including training needs assessment, employee development plans, and the measurement of training impact.
- Assists managers with the selection and contracting of external training programs and consultants.
- Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.

#### **Communications & Employee Relations**

- Recommends communications and employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts investigations when employee concerns are brought forth.
- Researches, recommends, and implements employee wellness initiatives and programs.



- Assists with the implementation and monitoring of diversity, equality, and inclusion (DEI) initiatives.
- Partners with leadership to communicate employee related policies, procedures, programs, and laws.
- As appropriate, participates in executive, management, and company staff meetings.

#### Goal Setting & Performance

- Assists and guides managers and supervisors with performance management process and provides input for employee performance reviews.
- Participates in developing department goals, objectives, and systems.
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.

#### Compensation

- Maintains the company wage and salary structure, pay policies, and oversees the incentive pay systems within the company including bonuses and raises.
- Monitors and recommends best practices in compensation and benefits through research and up-to-date information on available products; Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- Performs benefits administration to include enrollment, change reporting, approving invoices for payment, workers compensation filing and reporting, FMLA issues, and communicating benefit information to employees.
- Leads the development of benefit orientations and other benefits training for employees and their families.

#### Policies & Compliance

- Administers various human resource plans and procedures for all Company personnel and recommends revisions to the employee handbook, policies, programs, and practices.
- Assists with time & attendance management for exempt and non-exempt employees.
- Tracks and maintains all human resource and compliance related information and distributes to appropriate parties on a regular basis.
- Monitors company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth.
- Assists with state unemployment issues.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Minimizes risk.



### Record Keeping & HRIS

- Maintains company organization charts and employee profile information.
- Maintains Human Resource Information records and compiles reports from database.
- Maintains compliance with federal and state regulations concerning employment.
- Administers or serves as backup for benefits, payroll, and timekeeping systems.

### Other Duties

- Performs other related duties as required and assigned.

### Minimum Qualifications

- A bachelor's degree Human Resources, Business, or Organization Development and a minimum of years of Human Resources experience.
- Society for Human Resource Management (SHRM) certification(s) preferred.
- Demonstrated proficiency in HR management processes.
- Considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, excellent interpersonal skills.
- Proficiency in Microsoft Office.
- Ability to prioritize and multi-task in a fast-paced work environment.
- Highly organized and detail oriented.
- Able to complete tasks accurately and timely with minimal supervision.
- Thrives in a collaborative, team player office environment.
- Ability to interface well with staff and external contacts.
- Proven ability to maintain confidentiality.
- Strong organizational skills.
- Must be able to work holidays, nights and weekends if required.
- Must have a valid driver's license.

### Preferred Qualifications

- Experience with recruiting, training and performance management preferred.
- Experience in the management, administration or implementation of diversity, equality, and inclusiveness (DEI) initiatives preferred.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.
- Strong knowledge of local labor market and fields of conservation, hospitality, and maintenance preferred.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, or preventive labor relations, preferred.
- Experience with ADP Workforce Now platform preferred.



### **Why White Oak?**

- Opportunity to work in a beautiful, one-of-a-kind place
- Access to White Oak amenities
- Competitive salary with bonus potential
- Three health plan options to meet your needs and your family's needs
- Affordable Dental and Vision coverage
- 100% company-paid Life, Short-term, and Long-term Disability
- 401(k) retirement plan with a company matching contribution that is all yours day one

### **How to Apply**

You may apply through our posting on [Indeed.com](https://www.indeed.com) or via email to [careers@white-oak.org](mailto:careers@white-oak.org).