



<b>Job Title:</b>	Human Resources Generalist	<b>Date:</b>	02/02/2024
<b>Job Type:</b>	Regular, Full-Time	<b>FLSA Status:</b>	Non-Exempt
<b>Salary:</b>	\$60,000-65,000	<b>Salary Group:</b>	B-21
<b>Reports to:</b>	CEO	<b>WIT JPID:</b>	16425642

To learn more, go to [www.wfscapitalarea.com/joinourteam](http://www.wfscapitalarea.com/joinourteam). Apply online at [www.workintexas.com](http://www.workintexas.com) (Job positing: 16425642), then email your résumé & cover letter to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).

#### ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon our values of diversity, leadership, innovation, collaboration, accountability, and results.

The mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

#### GENERAL DESCRIPTION

Performs routine human resources management and employee training work. The overall role is the administration of a human resources and ensuring compliance with state and federal laws and regulations. Work involves:

- recruiting, screening, interviewing, and facilitating the hiring of qualified job applicants.
- Conducting new employee orientations and employee relations counseling.
- Overseeing employee disciplinary meetings, terminations, and investigations.
- Managing employee development and training programs.
- Overseeing benefits administration and payroll.

Works under moderate supervision, with limited latitude for use of initiative and independent judgment. Is part of the leadership team at Workforce Solutions. Reports directly to the CEO.

#### EXAMPLES OF WORK PERFORMED

- **Implementation and administration of human resources:** create and/or manage programs such as recruitment and selection, compensation, classification, employee relations, benefits, workers' compensation, performance management, retention strategies, and organizational development.
- **Manages employee lifecycle:** coordinate the recruitment of applicants, screen candidates, refer qualified applicants to the hiring managers, and participate in applicant interviews. Conduct and analyze exit interviews.
- **Employee development and career pathing:** focus on identifying and nurturing employee growth within the organization, including career development programs and individual development plans using the Catalytic Coaching model.
- **Diversity and inclusion initiatives:** lead and implement initiatives to promote a diverse and inclusive work environment.

- **Strategic HR planning:** initiate and lead long-term HR strategy planning to align with the overall business strategy. This includes workforce planning, succession planning, and talent management.
- **HR analytics:** utilize HR data to make informed decisions and to provide insights on competitive compensation packages, retention rates, and employee satisfaction. Provide advice and assistance on classification, compensation, recruitment, retention, benefits, leave provision, employee relations, and salary administration matters.
- **Change management:** play a role in managing organization change, ensuring smooth transitions during restructures, mergers, and cultural shifts.
- **Employee wellness and health programs:** develop and manage programs that focus on employee wellbeing, including mental health initiatives and work-life balance strategies.
- **Internal communication:** Enhance internal communication strategies to ensure clear, consistent, and transparent communication within the organization.
- **HR policy development:** keep up to date with the latest HR trends and best practices to continuously improve and develop company HR policies.
- **Conflict resolution and mediation:** handle workplace conflicts effectively and provide mediation to resolve disputes between employees and between employees and management.
- **Maintain HRIS (Human Resources Information System):** optimize HRIS for efficient HR operations and data management.
- **Ensures HR compliance:** oversee employee labor and HR federal laws and regulations to assure compliance. Conduct classification compliance audits; review position questionnaires; and prepare reports of findings, making recommendations as appropriate.  
Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements and conducting investigations.  
Assist in processing and investigating employee grievances and preparing recommendations for resolution.
- **Culture building:** Lead employee engagement efforts, including staff committee.
- May analyze organizational methods.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

- 3+ years of experience in human resources field, or human resources certification or degree required.
- Understanding of general human resources policies and procedures.
- Good knowledge of employment/labor laws.
- Experience with HR software or Microsoft Office Suite preferred.
- Experience in strategic planning, diversity and inclusion initiatives and HR analytics preferred.
- Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

- Strong ethical standards, discretion with confidential information, excellent communication skills, and the ability to empathize and engage with a diverse workforce.
- Knowledge or demonstrated ability to quickly learn the principles and practices of human resources management; of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development; and of federal, state, and local laws and regulations governing personnel activities.

- Knowledge of training procedures and techniques; of education principles, practices, and techniques; of learning management and learning content management systems; and of group processes, group dynamics, and interpersonal relations.
- Skill in oral and written communication, in conducting interviews, in the use of a computer and human resources-related software applications, and in handling multiple tasks and prioritizing. Skill in instructing others.
- Ability to explain policies and procedures to staff and executive team; to maintain confidential and sensitive information; to develop and analyze human resource processes; to establish and maintain effective working relationships with applicants, employees, and the executive team; to communicate effectively; and to supervise others.
- Excellent attention to details and process management.

#### **Registration, Certification, or Licensure**

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state, and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, credit history, and criminal background).

#### **WORKFORCE SOLUTIONS CAPITAL AREA OFFERS A COMPREHENSIVE BENEFITS PACKAGE, INCLUDING:**

- Medical, dental, and vision insurance.
- Paid life insurance (Employee/Spouse/Child), long term disability (LTD), and AD&D.
- Supplemental life insurance option (Employee/Spouse/Child).
- Medical and dependent care Flexible Spending Accounts (FSA).
- 401(k) Savings and Investment Plan with company 4% Safe Harbor Contribution.
- Flexible paid time off (accrued vacation and sick leave).
- Paid parental extended leave.
- Paid professional development budget.
- Paid Employee Assistance Program (EAP).