

# Position Description

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<b>Title:</b>	Talent Experience Generalist
<b>Division/Department:</b>	Community Resources/Human Resources
<b>Supervisor:</b>	Director of Talent Experience
<b>FLSA Status</b>	Exempt
<b>Profile:</b>	D

**Overall Position Purpose:**

The Talent Experience Generalist execute the day to day activities of the Human Resources department in the following functional areas: benefits administration, maintaining the Human Resources Information Systems (HRIS), training & development, recruitment, onboarding and HR regulatory and compliance adherence. Provides support to the Director of Talent Experience on all HR matters, and is responsible for the administration of policies and procedures and the provision of services consistent with the mission, vision, goals and quality outcomes of Inteleos.

**Core Responsibilities**

- Conduct full-cycle recruitment of exempt, non-exempt, and temporary personnel including, candidate screening, phone and in-person interviews, debriefs, recommendations to managers and may present verbal and written offers;
- Provide support to employees in various HR related topics benefits, compensation, leave of absences, policies, training and resolve any issues that may arise;
- Maintain internal database (Paylocity, Halogen, etc.) to process employee data create and maintain regular and ad-hoc reports, manage permissions, train users, troubleshoot and report technical issues;
- Benefit administration (group health, dental, vision, COBRA, FMLA, short-term and long-term disability, life & AD&D, flexible spending and 401(k) retirement plans) enrollment, terminations, changes, claims resolution, audit, compliance filings, survey completion and communicate appropriate information to employees;
- Serve as liaison between employees and third-party administrators/brokers;
- Administer training and development programs to included organizing, tracking, coordinating, and maintaining files;
- Maintain employee personnel files (hard copy and electronic);
- Maintain and submit compliance reporting;
- Coordinate the new hire orientation and Culture Ride process;
- Complete employment verifications and unemployment claims;
- Assist with the performance review and goal setting process;
- Assist with bi-weekly processing of payroll;
- Upload and track all human resources expenses in the electronic payables system;
- Arrange, host, and conduct staff training sessions (in-person and online) and provide information on outside training to staff and management;
- Recommend new approaches, policies and procedures to effect continual improvements within the department;
- Work with Director of Talent Experience to ensure all federal, state and local compliance posters are posted and up to date;

- Maintain knowledge of industry trends, and Federal and State employment legislation, and ensure compliance pertaining to all personnel matters;
- Maintain and ensure Inteleos policies, procedures and appropriate local, state, and federal laws are being followed;
- Maintain and follow processes/procedures as required by ANSI for organizational accreditation;
- Coordinate the monthly community meetings to include, but not limited to, emailing staff regarding upcoming meetings, coordinating presentations, ensuring conference rooms and remote participants are setup for the meeting, and taking meeting notes;
- Participate on committees and special projects as needed.

### **Required Education/Experience**

- Bachelor's degree in Human Resource Management, Business, or equivalent, and
- PHR, SHRM-CP or other Human Resources certification preferred
- Two or more years progressive experience in the Human Resources field

### **Required Qualifications/ Skills**

- Exceptional listening skills and ability to interact in an effective, efficient and professional manner with staff at all levels
- Knowledge of employment laws, current federal and state regulations and HR best practices.
- Strong customer (internal & external) service focus with a sense of urgency and excellent follow through.
- Ability to build and maintain confidences and strong relationships with staff across all levels of the organization.
- Experience thriving in a dynamic, fast-paced and evolving environment that is results oriented and collaborative.
- Exceptional project management and organizational skills with the ability to multi-task, prioritize, and change course as required
- Solid proficiency and prior experience with HRIS systems required.
- Ability to appropriately, discretely and effectively handle and communicate sensitive information and have a strong understanding of confidentiality.
- Must be able to perform analytical tasks and be highly detail-oriented and meticulous about ensuring information produced is accurate.
- Ability to maintain positive attitude under stressful conditions.
- Proficiency with MS Office (Word, Excel, PowerPoint and Outlook).

### **Inteleos Attributes**

- **Accountable** – taking ownership of your work and delivers results. Being responsible for your actions.
- **Collegial** – being helpful, respectful, approachable and team oriented. Building strong working relationships and a positive work environment. Consider the thoughts and opinions of others.
- **Ethical/Integrity**– employee is honest and trustworthy when working with colleagues, volunteers, and other stakeholders. Lead by example.
- **Committed to:**
  - Creating the global standard of excellence in healthcare and patient safety
  - Excellence – Strive to excel in everything you do.
  - Quality – Taking the initiative, extra time, care and vigilance to get the job done right.
  - Continuous Learning
- Have a **Positive “Can-do” Attitude**-being ready, available and willing to get the job done and done well.

**Supervisory Environment**

- Works under general supervision with broadly defined work objectives.
- Makes decisions of some complexity regarding work design, projects, etc. which regularly impact the next organizational layer and may impact an organizational function.
- Work projects and products are subject to management review for content, quality and appropriateness.
- Incumbent generally has no formal supervisory responsibility, though they may provide regular work direction to other employees.

**Work Environment**

The incumbent will work at a desk in an office environment or an approved remote location. Evening and weekend work, and travel may be required. There are minimal requirements to lift or move equipment.

*This description is intended to provide an overview of the responsibilities of the position. It is not all-inclusive and an incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.*

Received by: \_\_\_\_\_  
Employee Name/Signature

Date: \_\_\_\_\_