

Human Resource (HR) Generalist Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

Specific Responsibilities:

The Human Resource Generalist handles all agency HR functions. The position provides assistance to staff and supervisors in all HR matters, including employee evaluations, employee complaints, disputes and corrective action.

1. Support recruiting and pre-hire activities including but not limited to: advertising positions, processing applications, conducting pre-screening calls, coordinating interviews, conducting reference checks, participating in job fairs, coordinating background checks, and extending offers.
2. Conduct orientation of new employees, including processing new hire paperwork, introductions, onboarding, establishing employee's file, and scheduling.
3. Conduct the exiting process of separating employees including conducting the exit interview and off-boarding.
4. Provide strategic support to management team around personnel policies, organizational structure, employee relations and other HR functions and initiatives.
5. Research, analyze and provide guidance to the Management team on the agency compensation structure.
6. Act as the chairperson of **thread's** Recognition Committee, which includes retention initiatives, staff retreats, and all recognition programs.
7. Ensure compliance with applicable employment laws and regulations, and maintain knowledge of applicable legal requirements.
8. Maintain all HR records including but not limited to: employee files, training records, job descriptions, organizational charts, personnel policies, handbook, and staff development tracker.
9. Process and respond to outside inquiries and requirements including but not limited to unemployment claims, workers compensation, and employment verifications.
10. Maintain human resources-related databases, spreadsheets and related tools, and produce reports and information as needed.
11. Conduct benefit enrollment for new employees, communicate with service providers regarding administration of benefits, coordinate open enrollment and reconcile benefit statements.
12. Work with Finance Director to submit annual Form 5500 and complete other plan testing under the 403b.
13. Act as chairperson of **thread's** Safety Committee, which includes overseeing the agency HR Safety and Risk Prevention Plan, as well as all areas involving employee safety and wellness.
14. Backup support (as needed) to the Finance Associate Position when the position is absent.
15. Other duties as assigned.

Qualifications:

1. Bachelor's Degree required. Degree in human resources, business administration or related field preferred.
2. HR certification (PHR, SPHR, SHRM-CP, SHRM-SCP) required upon hire or achieved within a predetermined timeframe.
3. Prior experience in HR required, nonprofit experience preferred.
4. References and valid identification required.
5. Must pass background check.

Key Competencies:

1. Knowledge of HR best practices & regulations required, including AK Dept. of Labor and Workforce Development and US DOL.
2. Ability to maintain a high level of confidentiality.
3. Ability to plan, set priorities and organize numerous work assignments with limited supervision while meeting deadlines.
4. Ability to use general office programs including Microsoft Word, Excel, Access, PowerPoint and Outlook.
5. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community.
6. Demonstrated proficiency in following finance policies, personnel policies, procedures and regulations.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm

Location: 3350 Commercial Dr. Ste. 203 Anchorage, AK 99501

Position Type: Full Time, 40 hours/week

Classification: Exempt

Hiring Range: \$50,000- \$58,000 annually

Supervisor: CFO/Finance Director

Supervises: None

Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, Medical, Dental, Vision, Life/ AD&D, and EAP. All premiums covered 100% for employee's health, dental, vision, life, and EAP. Free **thread** services.

To Apply:

Please email a cover letter and resume to hr@threadalaska.org with "HR Generalist" in the subject line. Open until filled.