

**COCAA**  
Job Description

**Position:** Human Resource Generalist

**FSLA:** Non - Exempt

**Department:** Human Resources

**Pay Range:**

**Revised:** August 25, 2010

**ED Approved:** \_\_\_\_\_

**JOB SUMMARY**

The Human Resources Generalist maintains COCAA personnel files; has responsibilities related to employment, compensation, employee relations, policies and procedures, and general safety and training. Works under the direction of the Human Resource Director. "Job descriptions may be modified based on COCAA needs and employees may be required to perform functions beyond those described below and employees are "at will employees" in that either party may terminate the employment relationship."

**ESSENTIAL DUTIES**

- Receives and responds to employee personnel questions: consults with Human Resources Director or Executive Director, as needed.
- Responsible for maintaining accurate records regarding employee performance evaluations' notifying supervisors; providing documentation and support; and compliance per policies.
- Responsible for recruitment advertisement and interviewing prospective candidates for open positions.
- Maintain database of employee personnel records; training records; payroll information.
- Responsible for new employee paperwork and orientation.
- Enters and deletes employees in offsite databases for insurance.
- Submits for approval all documentation regarding employee change of status.
- Supports supervisors and programs directors in uniform human resources processes; provides efficient and effective checklists and paperwork to facilitate human resources processes; monitors documentation of human resource process.
- Receives, classifies, distributes and files all personnel-related correspondence.
- Compiles employee statistics required for equal opportunity analysis and reporting.
- Maintains uniform, accurate, and timely personnel files on all employees.
- Performs other administrative support functions, as needed:
- Other duties as assigned.

**MINIMUM QUALIFICATIONS**

- High School Diploma or GED and at least one year of payroll, general office, or human resource related experience. Associate Degree in Office Management or related field preferred.
- Must have demonstrated skills working in a Microsoft environment, word processing, database software, spreadsheet programs, email, and internet applications.
- Excellent written and verbal communications skills.
- Excellent project and time management skills.
- Initiative, tact, diplomacy, confidentiality and creativity required.

- Detail oriented, strong organizational and analytical skills.
- Ability to work in a hectic and results oriented environment.
- Must possess a valid Oklahoma Drivers License; proof of valid insurance on any personal vehicle that will be used for COCAA business purposes, and possesses and maintains acceptable driving record.
- Ability to work with the public, various organizations, and vendors.
- Must have reliable transportation for work related travel away from designated work site.
- Working knowledge of the occupational hazards and safety precautions of the work.
- Must be willing to work holidays, weekends, and flexible hours in a fast paced environment.
- Must have working knowledge and demonstrated sensitivity to the needs of low –income and senior citizens.

#### **DESIRED QUALIFICATION**

- Bachelor's degree in Human Resource Management, Business Administration or related field OR two years of experience in personnel.

**Supervision Given:** None

**Supervision Required:** Under the direct supervision of the Director of Human Resources.

#### **WORKING CONDITIONS AND PHYSICAL HAZARDS**

- Employee works in an office environment and uses a desk top computer and other office machinery; and at volunteer sites.
- Employee is sometimes required to work outside in both normal and abnormal weather.
- Employee must be able to physically perform functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Some lifting is required usually up to at least 25 pounds, but may be required to lift up to 50 pounds on occasion.
- May be exposed to irate clients, vendors, public and employees.

#### **SPECIAL LICENSES AND CERTIFICATIONS DESIRED**

- SPHR/PHR – desired/not required.