



Job Description

Position Title: Human Resources Generalist
Reports To: Vice President, Human Resources
Human Resources Manager (Springfield, MO)
FLSA Status: Non Exempt

Position Summary:

The Human Resources Generalist ensures effective execution of human resources policies, procedures and programs for the Health Information Solutions division in the following functional areas: employee relations, recruitment, performance management, on-boarding and training/ development.

Job Functions

Essential Functions

- Implements effective Human Resources policies, procedures, programs and documentation to align the workforce with the strategic goals of the company and ensure compliance with local legislation
- Travel to remote scanning facilities to support Human Resource needs including recruiting, on-boarding, and employee relations matters
- Establish strong and effective working relationships with internal customers and hospital administration
- Source, interview and hire top talent at remote sites Maintain, coordinate, and document company-wide training programs and support departmental training staff
- Maintain all employee and applicant documentation as dictated by governing agencies
- Perform reference checks, background checks, drug screens and other on-boarding procedures for new employees
- Monitor and assist managers to ensure timely Performance Management assessments are performed
- Collaborate with Human Resources Manager and department managers to develop, implement and manage employee rewards and recognition programs
- Track and process worker's compensation claims according to the company's insurance carriers needs and legal regulations
- Process employee leaves of absence and record appropriately
- Participate in special department projects assigned by management

- Assist in the maintenance of Human Resources modules in ADP WorkforceNow
- Respond to verification of employment requests
- Maintain employee documentation and files
- Other duties as assigned

Physical/Visual Activities or Demands

- Sitting for extended period of time
- Dexterity of hands and fingers to operate a computer keyboard, mouse and 10-key
- Traveling in airplanes and/or vehicles

Environmental Conditions

- This position requires 25-50% travel
- The Human Resources area is located in a wheelchair accessible building
- The office environment is active with high voice levels and interruptions that may challenge hearing and concentration

Position Qualification Requirements

Educational Requirements

- High School diploma required
- College degree in Human Resources or other related field preferred

Experience Requirements

- Minimum of 3 years of experience in Human Resources or other related field
- Experience with computers and related software applications including Microsoft products
- Experience with ADP software helpful but not required

Skills and Abilities

- Excellent verbal and written communication skills
- Ability to work effectively with all levels of employees and management
- Ability to work collaboratively in a team environment
- Strong problem solving skills
- Ability to maintain a high level of confidentiality
- Ability to lead and coordinate training sessions
- Ability to organize and prioritize work effectively
- Strong organizational skills and attention to detail
- Ability to manage multiple projects simultaneously

- Ability to adapt and respond to changing demands
- Self- motivated and goal oriented

Machines, Tools, Equipment and Work Aids

- Computer and related software, scanner, fax machine and phone system

License(s)/Certification(s) Required

- None

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

Original Evaluation	Revised by	Revised by	Revised by
J. Brown 07/2010	J. Boyd 09/2011	L. Ramsey 1/2012	