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| Job Title: Human Capital Generalist |
| Department: Human Capital |
| Posted: June 12, 2017 |
| Wage: DOE |



Helping people live
their greatest lives

Are you looking for an opportunity to make a difference in the lives of people who have disabilities? Are you interested in social justice and advocating for personal and civil rights alongside people whose voices have historically been ignored? Are you a creative and passionate person looking to work for a dynamic organization with practices that are leading change in our industry? If you said YES to any of these, you may be just the person we are looking for to step into this role! Full benefits package including 120 hours of paid time off in first year (increases annually) and 7 paid holidays.

*The **Human Capital Generalist** is responsible for supporting CIP's organizational goals and strategies through the delivery of the Human Capital function's services, resources, and capabilities. The person in this position must be able to work collaboratively in a matrixed environment with people in all levels of the organization, and must be able to provide a positive customer service experience to these groups.*

Essential Responsibilities:

- Oversee the maintenance of CIP's Human Capital Management (HCM) systems.
 - Organize and manage the timely entry of employee data into HCM systems.
 - Help develop and improve systems and processes within HC function.
 - Oversee annual I-9 audit.
- Manage new hire process, including:
 - Assist in delivery and management of talent acquisition process (posting, scheduling, screening, etc.).
 - Ensuring new hire paperwork is completed and Meet with new employees to go over employee paperwork and answer any questions they might have.
 - Help facilitate and further develop New Hire orientation and overall new employee onboarding.
- Benefits administration and management for employees including:
 - Tracking benefits eligible employees agency wide; meeting with employees as needed to explain benefits programs and assist with enrollment.
 - Ensuring that benefits information is entered into HCM systems and appropriate benefit vendor systems.
 - Tracking and management of COBRA notification process.
 - Working with ACA compliance vendors/software to ensure reporting is accurate and timely.
- Investigate and resolve employee related issues and concerns.
- Must demonstrate a high level of integrity/trust, the ability to appropriately handle confidential and sensitive information, and the ability to serve as a positive role model for other employees.
- Serve as a representative of the agency to the people we serve, our community partners, and external constituents.
- Must demonstrate excellent written and oral communication skills/abilities.
- Must be willing to travel locally for work with limited overnight travel possible.
- Perform other duties as required or assigned.

Credentials/Qualifications:

- Bachelor's Degree in Human Resources, Business Administration or a similar field is required.
- 3 years of human resources experience is required; experience providing supervision to employees is preferred.
- Ability to write, analyze, and interpret documents. Ability to document in accurate, and objective manner.
- Ability to effectively present information and respond to questions from employees, management, and leadership.
- Ability to serve as a creative team member who can suggest and implement strategies to enhance the service; demonstrate patience, self-control and flexibility. Strong analytical thinking skills and the ability to think through and propose solutions to complex problems.

Work Environment:

The employee in this position typically works the majority of the time in an office setting, and typically works normal business hours Monday – Friday, with some flexibility based on organizational needs.

How to Apply:

Please email or fax resumes with cover letter to pwelna@cipmn.org, FAX: 612-362-4411 Attn: Paul Welna.