



HUMAN RESOURCES GENERALIST

Hanover County Human Resources is seeking an experienced HR Generalist to join our energetic and fast-paced team. We are looking for an individual who is proficient in handling multiple tasks and working on multiple projects simultaneously. If you have in-depth experience in employee benefit administration and full-cycle recruiting, we encourage you to apply.

General Description: This is a professional position. The incumbent performs complex tasks to administer Human Resources programs and provides analysis and consultation in such areas as, benefits, leave administration, timekeeping, recruitment, classification/compensation and other functional areas of human resources.

Organization: The Human Resources Generalist reports to the Director or Deputy Director of Human Resources and supervises no staff. The Generalist may serve as lead worker on special projects.

Essential Functions:

- Works with HR leaders and staff to provide assistance with recruitment, benefits administration, HRIS entry and reporting, employee training coordination and facilitation, and other human resource functions.
- Works closely with the Benefits Manager on benefit administration, entering data into vendor databases, provides assistance with daily benefit calls and also assists during open enrollment.
- Assists with managing leave administration for FMLA, short-term disability and other applicable leaves of absence.
- Assists with new hire orientation, including leading the benefit presentations, preparing packets for new hires and assisting/ensuring that all new hires enter their benefits timely in the HRIS.
- Assists with all aspects of ACA reporting, to include submitting forms to employees and e-filing with the IRS.
- Works closely with the Employment Manager as a full-cycle recruiter assisting Hiring Managers with sourcing, screening and onboarding applicants.
- Investigates, assesses, and analyzes situations to resolve disputes, problems and issues of a complex, sensitive or confidential nature.
- Provide interpretation of related HR policies and procedures.
- Administers major programs and services with responsibilities for training, communications, testing, auditing, assessments, tracking, reporting, and follow-ups as needed.
- Prepares comprehensive reports and makes presentations to department leaders as necessary.
- Develops and administers department guidelines or procedures.
- Performs related work as assigned.

Knowledge, Skills and Abilities: Knowledge of the principles and practices of Human Resources administration, required. Knowledge of federal and state human resources compliance and laws, required. Experience with leave administration and benefits required. Experience with recruitment required. Must be able to present ideas and recommendations clearly and concisely both orally and in writing. Ability to establish and maintain effective working relationships with County staff, employees and the public is essential. Ability to keep statistical records and to make

regular and special reports. Must know how to organize and prioritize work and meet deadlines. Strong computer proficiency in Microsoft Outlook, Word and Excel required.

Education, Experience and Training: Bachelor's degree (preferably in human resources or public administration) required with at least three (3) years' related work experience preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Hiring range is \$56,257 - \$65,000, plus excellent benefits. For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.