

WORKFORCE SOLUTIONS – ALAMO

Job Description

Job Title:	Human Resource Generalist
Department:	Executive
Reports to:	Chief Executive Officer
FLSA Status:	Exempt
Approval Date:	November 24, 2021
Review/Revision Date:	November 24, 202
Salary Range:	\$42,688-\$63,537
Duration:	Indefinite
Funding:	Grant

ORGANIZATION AND PURPOSE

Workforce Solutions Alamo is a nonprofit organization that serves as the leadership and governing body for the region's workforce development system. Workforce Solutions Alamo is responsible for over \$100 million dollar budget consisting in local, state, and federal funds. Our mission is Working to Strengthen the Alamo regional economy by growing and connecting talent pipelines to employers. We are guided by the core values of Integrity, Excellence, Innovation, Collaboration, and Accountability.

Workforce Solutions Alamo is governed by a 25-member Board of Directors that reflects the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government. Our service area includes the counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson.

GENERAL DESCRIPTION

Under the limited direction of the CEO, performs the administration of the Human Resource function of the organization, performed due care to protect the integrity and confidentiality of the organization and employees. Position requires regular attendance in the central office Monday-Friday 8 AM-5PM.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review and update Job Descriptions for all positions on an annual basis
- Create Job Requisitions
- Recruitment and Selection of open positions including posting, phone screen, preparation of interview questions, coordination of panel and final interview.
- Coordinate drug screens and background checks for candidates.
- Conduct onboard and orientation for new employees.
- Complete I9 and new employee set up including payroll, workstation, benefits enrollment, etc.
- Responsible Employee Relations include but not limited to:
 - Annual Evaluations
 - Disciplinary Actions
 - Liaison between staff and PEO
 - Maintain confidential employee files
 - Maintain a database of employee information MIP HRIS
- Staff Training
 - Coordinate annual staff training plans
 - Ensure appropriate training is assign through SWBC, safety programs, and industry specific

*denotes essential job function

- webinars and conferences meeting the organizations minimum annual training standards
- Coordinate quarterly 401K Education
- Administer annual compensation and benefit program
- Develop policies and procures upon the guidance of the CEO to incorporate applicable guidelines, rules, and regulations.
- Review Employee Hand bank and recommended changes to the CRO/Personnel Committee.
- Other relevant duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

GENERAL/ORGANIZATIONAL COMPETENCIES

Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honoring WSA policies and all regulatory requirements.
Communication: Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.
Initiative: Taking ownership of our work, doing what is needed without being asked, following through.
Efficiency: Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things.
Customer Focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or Workforce Solutions Alamo (WSA).
Collegiality/Collaboration: Being helpful, respectful, approachable and team oriented, cooperating with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.
Integrity/Transparency: Upholds social, ethical, and organizational norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest, and trustworthy; acts without consideration of personal gain.
Continuous Learning & Self Development: Being receptive to feedback, willing to learn, embracing continuous improvement, proactively investigating new perspectives, approaches, and behaviors.
People Management (for those with direct reports): Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.
Problem Solving: Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommends solutions to achieve the desired organizational goal or outcomes.
Decision Quality: Makes sound decisions that consider objectives, risks, implications, and agency and governmental regulations.

GENERAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Preferred associates degree or industry experience (minimum 3 years) in Business Administration or Human Resource Mgmt. from an accredited college or university. Two years of full-time experience in recruiting or a Human Resource function may be substituted for education requirements.

*denotes essential job function

SKILLS and ABILITIES

Working knowledge of Windows: Excel, Word, electronic filing systems, electronic timekeeping, Kronos HR, and Human Resource Information Systems.

OTHER QUALIFICATIONS

Must be legally eligible to work in the United States.

Must have proof of a valid driver's license and auto insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands for finger coordination, reach with arms and hands, drive a vehicle, or provide own transportation, stoop, kneel, and talk and hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is moderate. Occasional travel is required.

Workforce Solutions Alamo is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The position will close when filled.

A position utilizing this classification will be designated as security sensitive according to Vernon's Texas Codes Annotated, Labor Code, Section 301.042.

Workforce Solutions Alamo is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The position will close when filled.

Equal Opportunity Employer