



Mile High United Way CAREERS

Mile High United Way Human Resources Generalist

Organization Profile

Working side-by-side with the community, Mile High United Way takes on the biggest, most complex issues facing Metro Denver. Our united approach changes the odds for the children, families, and individuals in our community, and moves them out of poverty. We do this because we believe every child has the right to a safe and stimulating place to learn, and that when every youth in Metro Denver graduates prepared for a career or college, our community is stronger. We also know that when people don't have their most basic needs met, longer-term goals, like finding financial stability, are out of reach. And when we work together, we make a lasting, sustainable impact on our community.

Position Concept

The Human Resources Generalist is Responsible for Human Resources related duties at the professional level that support Human Resources initiatives, organizational strategy, and overall business outcomes, policies and processes. Oversight will include full cycle recruitment, benefits administration, and will assist the Vice President of Human Resources with program implementation.

Essential Responsibilities

RECRUITMENT AND STAFFING LOGISTICS:

- Responsible for full cycle recruiting activities including advertising, staff selection, and reference checks, including program related requirements.
- Initiates new hire paperwork, and completes Criminal Background Check documentation.
- Consults with hiring managers to discuss candidate status and develop sourcing strategies for hard to fill roles.
- Manages and develops vendor and community relationships, participates in recruitment outreach activities to strengthen the candidate pipeline.
- Assist with the development of recruiting promotional material, communication pieces, and events calendar.
- Builds and maintain excellent relationships with the management team to guide them through the recruitment process.
- Ensures all hiring processes are in compliance with federal/state/local laws.
- Responsible for the on/off boarding processes for new hires, which includes conduct exit interviews and exit reporting.

BENEFITS ADMINISTRATION:

- Administers all employee benefits programs and ensures compliance with plan document guidelines including claims resolution and change reporting.
- Responsible for scheduling and facilitating the employee annual enrollment program and ensures that all required representatives are available during open enrollment fairs.
- Maintain compliance with federal and state regulations concerning employment; including federal reporting and 5500 reporting, unemployment information requests, and worker's compensation oversight.

- Responsible for leave administration including accurate and timely communication to employees regarding their eligibility for federal and state mandated leaves (e.g. FMLA, miscellaneous state leave laws). Must be able to analyze leave, approve and ensure the employee completes all the necessary forms.

OTHER DUTIES/RESPONSIBILITIES:

- Assist Vice President of Human Resources with strategic implementation of HR programs, including total rewards, talent management, employee relations, and completion of an annual performance management process.
- Advance and implement training and development opportunities for employees.
- Research and report on Human Resource best practices.
- Assists in the development and implementation of personnel policies and procedures and related documents as needed.
- Suggest and implement recommendations for system/process improvements to ensure adequate internal controls and efficient work processes.
- Research and compile Human Resources reports.
- Work closely with HR Coordinator to ensure data accuracy for payroll.
- In conjunction with Vice President of HR, coordinate annual benefit-related audits/events, i.e. 401(k) audit, 5500 preparation, and benefit renewals.
- Complete external surveys relating to compensation, benefits and other human resources practices.
- Assist with employee relations, coaching and performance management.
- Develop and maintain positive customer relations by ensuring that all verbal, telephone and written inquiries and requests are handled appropriately and in a timely manner.
- Maintains current working knowledge of federal laws (HIPAA, FMLA, COBRA, ADA) and Section 125 guidelines.
- Assists with the development and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Maintains HR Calendar and is responsible for HR communications.

Supervisory Duties

N/A

Qualifications

EXPERIENCE:

- Minimum 5 years of direct human resource experience at the Generalist level.
- Experience leading projects to completion.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Competent in Recruitment and Selection, Benefits and Compensation, as well as policy and procedure interpretation.
- Must have working knowledge of state and federal laws along with practical application
- Must have experience in administering FMLA, workers compensation management, and unemployment.
- Experience facilitating training in large group presentations.

EDUCATION:

- Requires a Bachelor's degree in Business Administration, Human Resources Management or related discipline. PHR or SPHR preferred.



SPECIAL SKILLS/KNOWLEDGE:

- Knowledge of HR laws, policy, and resources.
- Excellent written and oral communication skills.
- Strong interpersonal skills.
- Ability to properly balance employee advocacy and business requirements.
- Strong analytical skills.
- Ability to work directly with all levels of staff to identify sound HR solutions that also meet business requirements.
- Well-organized, with the ability to handle multiple priorities.
- Ability to adapt to changing business needs in a dynamic environment.
- Ability to work independently.
- Ability to present instruction one-on-one and in a classroom setting.

COMPUTER SKILLS:

- Intermediate/Advanced knowledge of MS Office.
- Human Resource Information System (HRIS) experience, including report management and data integrity: Paycom experience a plus.

Work Environment

Office environment

Physical Activities

Ability to operate a computer for extended periods. May be required to lift 20lbs.

Note

This job posting is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

TO APPLY – SUBMIT RESUME/COVER LETTER TO: resumes@unitedwaydenver.org with Human Resources Generalist as the subject line.

Mile High United Way is an Equal Opportunity/Affirmative Action Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of age, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, genetic information, or any other status protected by federal, state or local law.

We will endeavor to make reasonable accommodations for otherwise qualified applicants who have disabilities which hinder their ability to complete the application process. Please contact us to request accommodation in the application process.

We use e-Verify to verify the identity and employment eligibility of all persons hired to work.



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