Title: Human Resources Generalist

Job Summary: Under the direction of the Chief Human Resources Officer (CHRO) he/she will assist in performing personnel functions to include but not limited to: recruitment, maintenance and update of employee files, benefit management, workman’s compensation, time study/management, and other related administrative duties or tasks as directed by the Chief Human Resources Officer.

Job Duties:

Personnel:

(1) Responsible for recruitment process:
   a. Advertisement placement
   b. Interview Arrangements
   c. Physical Appointments
   d. Reference verification
   e. Assist in drafting any submission of acceptance or rejection letters.
   f. Assist in timely documented follow up with applicants.

(2) Responsible for updating and completing of filing system as well as employee database for personnel records in accordance with policies and procedures.
(3) Responsible for completion of all documentation and correspondence prior to the starting date of new employees.
(4) Responsible for updating personal database and sending our notice/correspondence to employees for any evaluation, or other matters.
(5) Responsible for organizing social functions for the company (i.e. Christmas Party).
(6) Responsible for organizing other employee benefits and recognition awards.
(7) May be required to assist in credentialing process and application submissions for hospitals and other agencies.

General Office
Job Description

Human Resources Generalist

(1) Perform clerical functions, type letters and memos, posts and distributes correspondence.
(2) Updates bulletin boards with regulations required as well as post all vacant position and emergency employment policies at all times.
(3) Updates the status of vacant positions in EDD, OFH Web, and career placement, NHS Corp, OHSPD Web page, etc.
(4) Performs other related duties as directed by the CHRO.
(5) Assist in producing employee monthly newsletter.

Benefits Management:

(1) Establish and maintain all needed documents for insurance programs (medical, dental, vision, life, etc…) in accordance with OFH Fringe Benefit policies and procedures established in this area.
(2) Assist in quote process for insurance carriers.
(3) Provide follow up on all pending applications to ensure enrollment process is complete.
(4) Perform other duties as assigned.

Additional Duties:

(1) HIPAA compliance - Responsible for maintaining abreast of and in compliance with all H.I.P.A.A. regulations and requirements. Treats all member information confidential.
(2) Compliance - Ensure compliance with all local, state and federal regulations.
(3) QA/QI - Participate in QA/QI activities and contribute towards the overall performance improvement of the organization.
(4) IT - Required to learn and use the EHR/EOHR (Medical Practice Electronic System) and its components. As required by the job functions and highlighted in the Policies and Procedures. These components include NextGen, Healthport, PMS, QSI and other electronic features, as they are developed and implemented, as applicable to work environment.

Qualifications, Education, and Experience:

(1) A Minimum of Two-Year College Graduate with additional training courses/seminars related to the Human Resources Management; and Human Resources functions, evaluation of training, experience and certificates will be based on one to one basis.
(2) A minimum of two year experience in related field or administrate duties that contribute to the knowledge of personnel management.
(3) Ability to type accurately as a speed of at least 45 WPM.
(4) Knowledge of employment labor law, federal and state requirement, and a good understanding of company and departmental policies and procedures.
(5) Poses effective communication skills to be able to assist with correspondence.
(6) Knowledge of safety and confidentiality requirements.
(7) Self-starter and able to work under pressure.
(8) Promotes and believes in OFH mission.
(9) Ability to relate to the public regardless of ethnic, religion and economic status.

**Responsible To:** Chief Human Resources Officer

**Classification:** Full or Part Time Position, Non-Exempt

Department Chief: __________________________

Date: ________________

Chief Executive Officer: __________________________

Date: ________________