

JOB DESCRIPTION

Title: **Personnel Generalist**

Job Summary: Under the direction of the Associate Director of Personnel he/she will assist in performing personnel functions to include but not limited to: recruitment, maintenance and update of personnel files, benefit management, workman's compensation, time study/management, and other related administrative duties or tasks as directed by the Director of Personnel.

Job Duties:

A. 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 polices 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.

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C. General Office

- (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, NHSI Web, and career placement, NHS Corp, OHSPD Web page, etc.
- (4) Performs other related duties as directed by the Personnel Director.
- (5) Assist in producing employee monthly newsletter.

D. Benefits Management

- (1) Establish and maintain all needed documents for insurance programs (medical, dental, vision, life, etc...) in accordance with NHSI Fringe Benefit policies and procedures established in this area.
- (2) Assist in quote process for insurance carriers.

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 administrative 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) Possesses 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 NHSI mission statement "Health for All".
- (9) Ability to relate to the public regardless of ethnic, religion and economic status.

Responsible To: Associate Director of Personnel

Classification: Full or Part Time Position, Non-Exempt

Approved By: _____

Date: _____