



**United Way  
of Greater Rochester  
and the Finger Lakes**

## **UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES JOB DESCRIPTION:**

### **HUMAN RESOURCES GENERALIST**

#### **SUMMARY**

The Human Resources (HR) Generalist will perform a wide range of tasks for the Human Resources department in support of United Way of Greater Rochester and the Finger Lakes. The Human Resources Generalist will handle the daily functions of the Human Resource department including hiring and interviewing, benefits, leave of absences, compliance, implementing and maintaining company policies and practices, employee relations and be a resource for the employees at United Way of Greater Rochester and the Finger Lakes. The HR Generalist will contribute to ensuring high employee engagement, productivity and a great work culture.

#### **ESSENTIAL FUNCTIONS**

- Manage day-to-day HR operations (i.e. employee inquires, requests, email, documentation, compliance, etc.)
- Handle HR administrative duties and assignments
- Manage the recruitment, interview and selection process. Ensure equity and diversity in recruitment policies and procedures
- Partner with hiring managers on resume selection, pre-screen and interview process, conduct interviews
- Facilitate background check process and conduct reference verification
- Lead onboarding strategy and conduct employee orientation
- Responsible for the new hire documentation process
- Maintain and update job descriptions for all positions. Create job descriptions when needed
- Conduct stay and exit interviews to provide recommendations based on data
- Conduct salary negotiation at the discretion of the Chief People and Culture Officer
- Handle employee questions/concerns/issues in a timely manner
- Handle employee relations issues/concerns with direction from the Chief People and Culture Officer. Partner with supervisors and leaders in employee relations issues for resolution.
- Update employee benefit and administrative policies annually/as required (i.e. employee handbook)
- Prepare bi-weekly payroll authorization for the finance department
- Responsible for employee termination process/documentation
- Maintain files/records of employees, salary, offer letter, performance, leaves, etc.
- Create and update HR department and organization files such as presentations, organization chart, policies and procedures etc.
- Collaborate on current industry trends in all HR areas
- Manage health and safety-related issues
- Manage performance review process with supervisors and leadership team
- Coordinate employee satisfaction surveys
- Support employees: EAP, health and welfare programs/benefits

- Oversee labor postings and regulation to assure agency compliance
- Ensure HR department and United Way is compliant with state and federal labor and employer regulations
- Arrange seminars, workshops and conferences (i.e. training and development)
- Must be capable of reliable and predictable attendance
- Consistently demonstrate the values and mission of United Way
- Contribute to team effort by performing other duties as needed/assigned

#### **SKILLS AND COMPETENCIES**

- Deep knowledge of broad-based HR functions
- Values diversity, equity and inclusion, possesses cultural humility
- Interpersonal skills
- Written and verbal communication skills
- Strong organizational skills
- Adept in technology (Microsoft Office, CRM Systems, Databases)
- Time management and prioritization
- Attention to detail
- Analytical ability/Problem solver
- Able to apply discretion and maintain a high level of confidentiality when handling sensitive information
- Proficient in Microsoft office programs

**FLSA CLASSIFICATION:** Exempt

**REPORTS TO:** Chief People and Culture Officer

**SUPERVISORY RESPONSIBILITY:**

None

**TRAVEL**

Not routinely required

#### **EDUCATION AND EXPERIENCE**

Associate's degree with at least three years supervisory/leadership experience and 5+ years of experience in the human resources profession or equivalent combination of education and experience. SPHR/SHRM Certification preferred

#### **JOIN THE TEAM!**

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

#### **OUR MISSION**

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with

**United Way of Greater Rochester and the Finger Lakes**

75 College Avenue • Rochester, NY 14607-1009 P. 585 242-6400 W. [UnitedWayROCFLX.org](http://UnitedWayROCFLX.org)

local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

### **OUR VALUES**

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy. United Way strives to ensure employees and external partners always feel valued, connected and empowered.

### **WHAT WE OFFER**

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits
- Hybrid working arrangements
- Opportunities to give back to the community in life-changing ways
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

### **HOW TO APPLY**

Candidates may apply online at: <https://unitedwayrocflx.org/about-us/join-our-team/>

United Way is committed to equal employment opportunities for all employees and applicants for employment. United Way prohibits discrimination against employees and applicants in all aspects of employment including but not limited to recruitment, hiring, compensation, promotion, training, leaves of absences, benefits, termination, employer sponsored activities, social and recreational programs, and recognition. United Way prohibits discrimination against all legally protected classes including age, color, creed, disability, domestic violence victim status, gender expression, gender identity, genetic predisposition, marital status, military status, national origin, parental status, political affiliation, pregnancy related condition, prior arrest/conviction record, race, religion, reproduction health choices, sex, sexual orientation, or other non-merit-based factors.