



## Human Resources Generalist

### Position Summary

The Human Resource Generalist will provide departmental support on all personnel matters, employee benefits, payroll processing, full-cycle recruiting, and record-keeping while ensuring the Agency complies with all federal, state, and local laws. This position requires building effective working relationships with GMX employees at all levels.

### Required Education and Experience

- Bachelor's Degree in Human Resources, Business Management or Business Administration, or related field; and
- Minimum of 5 (five) years of professional Human Resources experience
- Minimum of 3 (three) years of full-cycle payroll processing
- An equivalent combination of training and experience that provides the required skills, knowledge, and abilities for this position may be considered.

### Essential Duties

- Accurately process employee payroll, including reconciling payroll data, resolving discrepancies, and submitting payroll deductions to vendors, i.e., Mission Square, FRS, IRS, Valic, etc. within established deadlines
- Manage benefits communications, meetings, and practices
- Reconcile employee contribution deductions to the monthly premiums due
- Ensure compliance of all Agency's policies and procedures
- Assist with the development of compensation and benefits programs that will attract and retain the talent needed to achieve the Agency's goals
- Efficiently manage the recruitment and onboarding process including posting new jobs, conducting applicant screenings, coordinating and attending on-site interviews, performing background checks, sending welcome emails, processing new hire paperwork, and updating all relevant systems
- Actively participate in Job Fairs and other recruiting efforts
- Ensure compliance with all Federal, State, and Local laws including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth
- Maintain human resource files to required standards, including personnel files, medical files, recruiting files, I-9s, etc.

- Assist with employee training programs (creating, scheduling, coordinating, and maintaining of records)
- Assists with creating job descriptions
- Conduct employee and applicant background checks and immediately report any discrepancies to the HR Manager
- When applicable, attend and participate in employee disciplinary meetings, terminations, and investigations
- Promote HR programs to create an efficient and conflict-free workplace
- Accurately record changes, in HRIS system and all electronic files
- Assist with the maintenance and monitoring of all workers' compensation case files
- Effectively manage the off-boarding and position elimination activities to ensure a seamless and thoughtful process for affected employees and non-affected managers and employees
- Support the quality initiative in the department to eliminate waste through continuous improvement in department processes
- Create an atmosphere that facilitates the Agency's goals and decisions through mutual respect, honesty, and consideration of others
- Address and resolve employee requests promptly and professionally
- Ensure Agency policies are administered in a fair and consistent manner
- Ensure all policies are administered within ethical and legal standards
- Approve invoices in a timely manner in accordance with Florida Status
- Ensure the procurement process is followed for all purchases of goods and services

### **Required Knowledge, Skills, and Abilities**

- Ability to handle multiple priorities and meet deadlines
- Establish and maintain effective working relationships with others
- Ability to effectively manage multiple projects simultaneously.
- Work effectively both independently and as part of a team
- Working knowledge of employment-related laws and regulations
- Ability to successfully source and hire qualified candidates
- Comprehensive knowledge of learning and development, compensation, performance management, employee relations, and career development
- Ability to manage a variety of issues with diplomacy and in a confidential manner
- Excellent communication, problem-solving, and negotiation skills
- Ability to manage confidential information with discretion
- Proficient with or the ability to quickly learn the Agency's ERP system (MUNIS)
- Must be passionate and dedicated to success
- Ability to exercise discretion and independent judgment
- Strong organizational and time management skills
- Ability to communicate effectively (verbal and written)
- Ability to work in a fast-paced, rapidly changing environment

### **Special Requirements, Licenses and Certifications**

Possession of a valid Florida Driver's License and ability to maintain a safe driving record in order to occasionally operate GMX vehicles for business purposes.

### **Working Conditions & Required Physical Abilities**

This position is located in a quiet to moderately noisy office environment.

Individuals in this type of position must have the use of sensory skills to effectively communicate with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various office equipment; such as but not limited to personal computers, calculators, copy and fax machines. May involve extended periods seated at a keyboard or workstation. May occasionally involve lifting, carrying, pushing and/or pulling materials and objects weighing up to 25 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

**Annual Salary Range: \$60,000 - \$74,000**

**Full Time Exempt (Non-Remote)**