

**Position Title:** Human Resources Generalist  
**Program:** Administrative Offices  
**Program Location:** Redmond; requires travel throughout organization  
**Supervisor:** Director of Human Resources  
**Employment Status:** Full Time Regular  
**FLSA Classification:** Exempt  
**Salary/Wage:** \$22.31 - \$29.27/hour DOE

**Summary:** The Human Resources Generalist is responsible for numerous human resource responsibilities including, but not limited to, administrative functions, recruiting and hiring, benefits, worker's compensation, safety, orientation, employee appreciation, engagement and retention. Provides support for the Director of Human Resources.

**Job Relationships:**

- Reports to: Director of Human Resources
- Employees Supervised: None

**Essential Functions and Responsibilities:**

- Responds to applicant inquiries and incoming calls for internal and external customers.
- Assists with reviewing and updating job descriptions once a position is vacant to prepare for online posting. Work directly with the Program Directors for final version and approval of job descriptions.
- Responsible for posting open positions on various websites including BCTS website.
- Responsible for performing reviews of application materials to determine applicant eligibility, sending initial, and final applicant status email notifications to all candidates.
- Completes employment verification requirements including professional reference checks from previous employers, obtaining required transcripts and educational degrees, licensure and certification verifications, driver's license information, etc.
- Coordinates interview schedule; assists with interview upon request.
- Responsible for developing contingent offer letters and coordinating background check authorization documents once verbal offer has been made to candidate by Manager.
- Creates, assembles, and maintains complete and confidential files for each employee.
- Responsible for New Hire Orientation for newly hired employees to include personnel policies, benefits, and other required documents.
- Responsible for Relias Learning site administration to include: on-boarding/off-boarding of employees, creating curriculum per Manager's requests; provide completion reporting at the request of BCTS' Quality Manager; provide support, training and assistance to current and new employees.
- Assists with Employment Protected leave processes; enters the insurance benefit information for eligible employees via HRIS system; communicates employee benefit information and answers questions, as needed.
- Responsible for assisting with the annual Equal Employment Opportunity reporting via the EEO-1 report.
- Coordinates with Director of HR and Payroll Administrator to remain compliance on the Affordable Care Act, to include reviewing hours of service and extending coverage to employees with 30+ hours of work.

- Assists with the communication and tracking of the annual performance review process tracking and
- Review and update BCTS Employee Handbook when necessary, based on changing federal, state and local laws and BCTS internal policy changes.
- Record and maintain data for each employee, including, but not limited to: Address changes, absences, supervisory reports on performance, change of employment statuses. Responsible for maintaining an accurate HRIS system with these employment actions in a timely manner.
- Answers questions from Managers/Supervisors and employees regarding pertinent HR information.
- Assists the Director of Human Resources with personnel related projects as assigned.

### **Experience and Education Minimum Requirements:**

- Bachelor's degree or an Associate's degree in human resources with 3+ years in the field required.
- Minimum two years administrative experience required; Human Resources experience preferred in the areas of employee relations, strategic planning, recruiting & hiring, on-boarding, payroll and/or benefits administration.
- Experience in an HRIS system required; implementation experience preferred.
- Minimum of PHR or SHRM-CP certification, preferred.

### **Knowledge, Skills and Responsibilities:**

- Advanced computer experience in word processing, spreadsheets, Internet, desktop publishing, and database management required.
- Ability to work independently with little supervision required.
- Strong organizational skills and the ability to prioritize and complete tasks required.
- Able and willing to travel between job sites over three counties in personal vehicle required (reimbursement for mileage provided).
- Ability to remain calm while working under pressure in a busy environment.
- Demonstrated experience in verbal and written communication in a professional setting as well as demonstrated experience working with a diverse population of employees.
- Ability to maintain absolute confidentiality.
- Must be able to promote a positive influence within the company.
- Must be a team player, possessing outstanding interpersonal relationship building, and employee coaching skills.
- Ability to work within framework of standard policies and procedures.
- Responsible for compliance with all federal, State, and local employment laws.

### **Tools and Equipment Used:**

Must have competency in using a computer for word-processing, data base and internet usage.  
 Must be able to operate usual office equipment such as fax, telephone, and photocopy machine.  
 Must have a current and valid Oregon driver license.

**Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

**To Apply:**

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)