

NOTICE OF JOB VACANCY



BOYS & GIRLS CLUBS
OF SOUTH ALABAMA

Date Posted: 27 February 2017
Job Title: Human Resource Generalist (#05-17)
Location: Boys & Girls Clubs of South Alabama
Administrative Office
1102 Government Blvd, Mobile AL 36604
Hours: Part-Time Regular Schedule (24-29 hours/week)
Monday through Wednesday 8:30-5:00
Thursdays 8:30-1:30

	Min.	Mid.	Max
Salary Range:	\$12.00/hr	\$15.00/hr	\$18.00/hr

This is an FLSA Non-Exempt position.

The Boys & Girls Clubs of South Alabama's vision is to provide a world-class Club Experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting all segments of the Boys & Girls Clubs of South Alabama. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, performance management, onboarding, policy implementation, recruitment/employment and employment law compliance.

Essential Functions:

1. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures.
2. Administers the compensation program; monitors the performance evaluation program.
3. Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
4. Maintains files for EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
5. Handles employee relations counseling.
6. Maintains human resource information system records and compiles reports from the database.
7. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
8. Maintains compliance with federal, state and local employment and benefits laws and regulations.
9. Spends a minimum of one hour per month working during active hours at a Club site, in coordination with Club/Branch Directors.

Competencies

1. Communication.
2. Consultation.
3. Ethical Practice.
4. Global & Cultural Awareness.
5. HR Expertise.
6. Relationship Management.

Supervisory Responsibility

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the organization.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Travel

Only short distance local travel is required of this position.

Required Education and Experience

A bachelor's degree and three to five years of HR experience or equivalent experience.

Preferred Education and Experience

Bachelors' degree in human resources or related field.
Five to eight years of human resource experience.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applicants should follow the directions on the Job Opportunities page of the Boys & Girls Clubs of South Alabama, Inc website: www.bgcsouthal.org or contact Carol Miller at cmiller@bgcsouthal.org.