BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Human Resources Generalist

DEPARTMENT: Human Resources

FUNCTION: Provides counsel to employees, faculty and management on a variety of Human Resources (HR) issues including but not limited to policies, procedures, related laws and regulations; advises on performance management, disciplinary issues, the performance appraisal process and other areas as needed. Performs recruiting, HRIS administration, employee relations, compensation and new employee orientations. Assists with the development, prioritization and execution of multiple HR and College initiatives aimed at supporting talent acquisition, performance management, development, and engagement/retention of staff. Develops and maintains partnerships with clients to effectively achieve business results through HR activities.

REPORTS TO: Director of Human Resources

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:
1. Provides counsel to employees, faculty and management on a variety of Human Resources (HR) issues including but not limited to policies, procedures, related laws and regulations, and Collective Bargaining agreements; advises on performance management, disciplinary issues, the performance appraisal process and other areas as needed.
2. Assists with the development, prioritization and execution of multiple HR and College initiatives aimed at supporting talent acquisition, performance management, development, and engagement/retention of staff; participates in developing department goals, objectives, and systems and evaluating goal and objective outcomes.
3. Recommends new approaches, policies and procedures to effect continual improvements in the efficiency of the department and services performed.
4. Maintains and expands knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management; identifies trends that could impact organizational objectives and/or operational resources.
5. Handles and tracks disciplinary actions, investigations, employee relations and grievances and recommends termination as appropriate; counsels employees, supervisors and managers to settle work-related conflicts.
6. Conducts exit interviews and tracks information; identifies and reports on turnover trends and
makes recommendations to address problematic patterns and issues.

7. Recruits for all levels of employees through Director; establishes recruiting strategies and processes, completes reference checks, and formulates and extends employment offers based upon internal equity, external market pricing and current collective bargaining agreements.

8. Administers the performance appraisal process, ensuring all reviews are completed and employee discussions are conducted; may intervene to ensure specific and actionable feedback is provided and documented.

9. Coordinates and administers new employee orientation program; develops onboarding programs for all employee levels, working with respective performance managers to implement; assesses employee progress at regular intervals during first year.

10. Utilizes HRIS system to assist with various departmental functions.

11. Develops and prepares ongoing general and ad-hoc reporting for all related human resources functions and activities including but not limited to benefit costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, Affirmative Action/EEO, compensation and promotions, etc.; identifies key metrics and analyzes data to inform actions and decisions.

12. Maintains working relationships with Collective Bargaining Representatives and adheres to terms of labor contracts by monitoring day to day implementation of policies and practices concerning all related personnel matters.

13. Manages temporary and part time employment activities and produces related monthly reports; monitors all requests, obtains necessary approvals and coordinates issues related to staffing, billing and other customer concerns.

14. Processes unemployment claims and represents College at fact findings and hearings. Audits quarterly reports and prepares payment requests for quarterly bills.

15. Performs additional tasks or duties as assigned by the Director of Human Resources or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Must have demonstrated ability to employ a balanced and positive approach to all work activities, especially when dealing with employee and management issues. Possesses and applies knowledge of employment law and related federal and state regulations. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
• Organizing
• Planning

**Education:** Bachelor’s Degree is in a related area is required; Master’s Degree is preferred

**Experience:** Minimum of 3 years of experience as a Human Resources Generalist

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**