



Job Description

Job Title: Human Resources Generalist

FLSA Status: Exempt

Grade: 8

Department: Human Resources

Reports to: Senior Human Resources Director

Job Summary

The Human Resource Generalist will assist in running the daily functions of the Human Resources (HR) department including monitoring and maintaining the hiring process, administering benefits and enforcing company policies and practices in accordance with federal and state regulations. This role provides administrative support to the human resource function, including record-keeping, file maintenance, payroll, and HRIS entry.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Assumes primary responsibility for administering health and welfare plans, including enrollments, changes and terminations.
- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Communicates and works directly with payroll on personnel actions.
- Creates and performs new employee on boarding and coordinates employee training.
- Assists with development of training.
- Conducts audits of benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assumes primary responsibility for the recruiting and interview process through applicant tracking, scheduling, and communication with hiring managers, committees and candidates.
- Tracks status of candidates in NEO ED and responds with follow-up letters at the end of the recruiting process.
- Assists the Senior Director with analytics including turnover reports, recruitment costs, and performance measures.
- Files documents into appropriate employee files and prepares new employee files.
- Conducts or acquires background checks and employee eligibility verifications.

- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Manages employee training in Vector Solutions.
- Enters and manages employee information in Colleague and NEO ED.
- Provides leadership for the HR Department in the absence of the Senior Director.
- Performs other related duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Associate degree in human resources management, business administration or another related field is required.
- At least three years of related human resources experience is required.
- SHRM or HRCI certification required or obtained within six months of hire (must meet minimum guidelines to sit for exam upon hire).
- Possess a valid Class C driver's license.

Preferred Qualifications

- Bachelor's degree in human resource management, business administration, or another related field.
- Human resources experience in a higher education setting.

Competencies for Successful Performance

Knowledge of:

- Strong foundational knowledge of employment-related laws and regulations.
- Strong foundational knowledge and understanding of human resource principles, practices, and procedures.
- Advanced knowledge of Microsoft Office Suite or related software.
- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.

Ability to:

- To act with integrity, professionalism, and confidentiality.
- Perform various duties, frequently changing from one task to another.
- Proficient with or the ability to quickly learn the organization's HRIS and talent management systems such as Colleague, NEO ED and Vector.
- Understand and follow safety procedures.

- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Function well in a high-paced, and at times, stressful environment.
- Operates with a high degree of autonomy.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.

Skill in:

- Advanced verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong math, analytical and problem-solving skills.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

Supervisory and Management Responsibility

- May assist with the institution’s performance evaluation process.
- Assists in compensation reviews and recommendations.

Physical Demands *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift and position up to 15 pounds.
- Must be able to access and navigate each department and the institution’s campus.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

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