



JOB DESCRIPTION

JOB POSITION TITLE: Human Resources (HR) Generalist

Reports to: Chief Financial and Administrative Officer (CFAO)

FSLA Status: Salaried Non-Exempt

Location: This position is located **on-site** at the Foundation for a Healthy St. Petersburg

Position Overview:

The HR Generalist is responsible for supporting the Foundation's workforce and amplifying the power of our people toward achieving our mission. This role is responsible for key human resources functions, implementation and oversight of the Foundation's HR initiatives, and other administration responsibilities as assigned.

The HR Generalist reports to the Chief Financial and Administrative Officer (CFAO) and coordinates activities with other staff and outsourced partners.

Responsibilities:

- Under the guidance of the CFAO, responsible for core human resources functions including recruitment, onboarding/offboarding, job descriptions, culture, employee satisfaction & retention, performance evaluations, talent optimization, professional development, personnel policies, and other HR functions.
- Process the bi-weekly payroll through Insperity, our PEO.
- Manage the administration of the Foundation's portfolio of employee benefits, and related management of the Foundation's PEO and benefit providers.
- Evaluate benefit options annually with respect to coverage and cost and make recommendations for adoption.
- Manage open enrollment and staff onboarding processes for benefits.
- Monitor the Foundation's time off policies and usage patterns for appropriateness, report status on PTO to managers and staff, and provide recommendations as appropriate.
- Provide support for the Foundation's DEI initiatives in coordination with the CFAO.
- Optimize the use of HR Information Systems (HRIS).
- Provide support to the CFAO as needed on compensation and benchmarking positions against the market.
- Help with the organization of the monthly staff meetings.
- Other duties and special projects as appropriate.

Qualifications:

- Bachelor's degree preferred.
- Certification in HR a plus.
- 4-8 years of prior experience in human resources.



- Able to organize, prioritize multiple projects, and meet deadlines in a time-sensitive environment.
- Proven ability to adapt technology quickly and apply it to new situations to improve collaboration, efficiency, and effectiveness.
- Demonstrated skills and strong working knowledge of Microsoft Office suite of applications, including SharePoint, Teams, Excel, PowerPoint and Word.
- Experience with HR Information Systems (Lattice is a plus).
- Experience with Asana (project management) a plus.
- Strong communication and interpersonal skills.
- Proven ability to work independently and in a collaborative team environment.
- Ability to respond quickly to change.
- Ability to develop good working relationships with internal and external customers.
- Demonstrated ability to work effectively under stressful conditions.
- Ability to write the printed word, read and hear the English Language.
- Ability to lift up to 25 lbs. and walk up one flight of stairs.