



## Tri-County Community *Action Partnership* Position Description

<b>Position Title:</b> Human Resources Generalist	
<b>Department:</b> Administration	<b>Status:</b> Full-time/Exempt
<b>Pay Grade:</b> Grade 9/Non-Union	<b>Location:</b> Little Falls/Brainerd
<b>Position Reports to:</b> Executive Director	

### **Mission Statement**

“TCC engages the entire community to listen to and partner with low-income individuals and families to expand their opportunities to move out of economic poverty and towards prosperity.”

### **Summary**

The Human Resources Generalist position oversees daily HR operations and is responsible for aligning key organizational and strategic objectives with leadership and employees. The HR Generalist provides consultation to management, serves as an employee champion, assesses and anticipates HR needs, communicates needs proactively, and seeks creative solutions.

### **Primary Duties** - *All TCCAP staff are required to actively recruit families for agency programs.*

- Manage strategic and tactical items for the following core functional areas of HR: employee relations, training and development, performance management, onboarding, policy implementation, talent acquisition, affirmative action, and employment law compliance.
- Foster a strong employee-centered environment where everyone feels valued and heard.
- Partner closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Partner with Leadership on workforce and succession planning.
- Ensures satisfactory labor-management relations and helps interpret collective bargaining agreement.
- Develop, coordinate, and monitor HR department policies, plans, and procedures to assure compliance with the agency mission, vision, values, and strategic plan.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

### **Talent Acquisition**

- Develop recruiting strategies and manage the full lifecycle of recruitment.
- Plan and implement a staffing plan; develop and oversee the revisions of job descriptions for all staff; and facilitate recruitment, screening, hiring, and training of all staff, seeking highly effective, diverse employees.
- Maintains the effectiveness of existing compensation structure and salary ranges by conducting regular salary surveys and making subsequent revisions according to compensation trends and Organization objectives.
- Authorizes employee salaries and subsequent compensation changes to maintain the integrity and fairness of the system and comply with program guidelines as appropriate.

## **Training, Development, and Performance Management**

- Develop and oversee the performance appraisal management process and provide training and direction on effective completion of the self-appraisal and annual work plan.
- Identify and implement training and development needs and objectives for management and employees.
- Develops and oversees the onboarding process and procedure and provide orientation to new staff.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and certifications.
- Attends and participates in employee disciplinary meetings, terminations, and investigations

## **Minimum Requirements**

- Bachelor's degree in Human Resources, Business Administration, or closely related field
- PHR/SPHR certification.
- Three years of experience administering a primary discipline of Human Resources, i.e.: compensation, employment, or benefits.
- Three years of experience working in the field of Human Resources, having a comfortable understanding of basic HR principles and functions.
- Comprehensive knowledge of federal and state regulations regarding employment law.
- Three years of experience training others, individually and/or in a group setting.
- Excellent communication skills, verbal and written.
- Proof of valid driver's license and current/adequate vehicle insurance coverage

## **Physical Requirements**

- This position includes light work, lifting to 20 pounds.
- Hear and speak to use telephone and/or communicate with people inside and outside the organization.
- Able to communicate effectively verbally and orally in the English language including following oral and written instructions.
- Sit at a desk for extended periods of time and perform work sitting at a computer.
- Stand and walk around the organization repeatedly throughout the day.
- Apply manual dexterity, visual acuity and ability, for computer keyboarding, office equipment use, reviewing detailed reports, information, and fine print.
- Able to work a flexible work schedule, nights and weekends on occasion including attending events/meetings as needed.

*This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.*

I have read and understand this description of my position.

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Employee Signature

Date