



Dedicated to Civilian Federal Employees since 1943

**Position:** Senior HR Generalist  
**Department:** Finance & Admin  
**FLSA Status:** Exempt

**As of Date:** 7/10/24  
**Reports to:** Chief Financial Officer  
**Pay Grade:** 18

**JOB SUMMARY**

Responsible for all operational aspects of the WAEPA Human Resource function. Responsible for the efficiency and operation of the HR function. In addition to regulatory compliance, the role is accountable for the key processes of Employment Compensation & Benefits Administration, HR Operations and Compliance.

**MEASURES OF SUCCESS**

- Engagement as measured through periodic formal or informal surveys
- Departmental expense management
- Internal customer feedback ratings
- Administrative accuracy in payroll, benefits, and employee records

**COMPETENCIES**

Adaptability	Employee is open to new ideas and ways of doing business and adopts change willingly.
Communication	Employee expresses thoughts and ideas in a clear and effective manner. Employee communicates directly and provides meaningful information to others to generate support.
Continuous Improvement	Employee seeks opportunities to improve current processes, systems, and methods to promote reliability, quality, and efficiency of output.
Customer Service	Employee delivers exceptional customer service.
Making Sound Decisions	Employee makes sound decisions in a timely and confident manner.
Relationship Management	Employee builds and maintains meaningful and positive connections with others inside or outside of the organization.
Resilience	Employee responds to challenges with composure, optimism, and hardiness; employee perseveres and exhibits healthy stress management strategies.
Teamwork and collaboration	Employee cooperates with others through mutual trust and accountability to accomplish shared objectives.
Work Organization	Employee approaches work in an orderly manner; prioritizing tasks and managing time effectively.

**RESPONSIBILITIES/ ESSENTIAL JOB FUNCTIONS**

**1. Benefits and Compensation Administration**

- **Benefits Administration** – Conducts enrollment communication meetings. Responsible for managing eligibility and enrollment records. Submit bi-weekly 401(k) remittance to TPA. Benefits management responsibilities cover both health and welfare benefits and 401(k) benefits. Maintain regulatory compliance. Research and propose competitive benefit offerings to ensure the organization attracts and retains top talent.

- **Leave Administration** – Oversee the accurate and compliant execution of employee leave policies. Leave includes Worker's Compensation, FMLA, Disability, Personal, and PTO.
- **Payroll Administration** – Properly configure and complete all entries, including wages, taxes, deductions, and any other necessary employee entries. Process the payroll and coordinate with finance to map the wage and benefit entries into the general ledger.
- **Compensation administration**– Maintain and administer a market-validated base plus variable compensation structure. Monitors to ensure both new and incumbent employees remain within established pay ranges and is responsible for helping to develop and oversee the administration of annual compensation budgets.

## 2. Employment

- **Recruitment** – As requested, partner with hiring managers to effectively source, select the best, and effectively onboard talent that is a fit AND can deliver upon the goals of the business.
- **Employment** – Conduct required background checks and assessments to ensure candidate suitability. Collaborating closely with managers to develop and implement a positive onboarding experience. This includes coordinating orientation sessions, providing necessary resources, and setting up new employees properly in HR and payroll systems.
- **Performance Management** – Understands the goals of the business and works with management to ensure effective departmental and individual goals are established.
- **Employee Relations** - Oversee employee disciplinary meetings, terminations, and investigations. Supports and participates in developing and administering activities and programs to strengthen and improve employee engagement. Provide support and guidance to management and staff when questions and issues arise.

## 3. HR Operations

- **HR Policy** – Manages the development, documentation, and implementation of HR Policies and procedures that are compliant with state and federal regulations as well as appropriate for the culture of business. Refine and enhance policies and procedures to address areas of improvement. Maintain knowledge of regulatory changes and employment laws and apply this knowledge to communicate and propose changes in policy, practice, and resources to upper management. Coaches and teaches others to ensure a fair, consistent, and effective application of policies. Ensures that all policies and practices promote a safe, non-discriminatory and engaging work environment.
- **Regulatory Compliance** – Responsible for all required annual reporting (EEO-1, ACA, AAP, 5500), distribute all required notices.
- **Employee Records Management** - Ensure the accurate maintenance and retention of digital or paper employee records. Maintain knowledge of regulatory changes and employment laws and apply this knowledge to communicate and propose changes in policy, practice, and resources to upper management.
- **HR Budget** – Participates in the planning, budgeting, organizing, and execution of department activities, goals, and objectives.
- **HR Technology**. Responsible for the maintenance, modification, and implementation of the HR Technology systems to deliver the most efficient, effective, and affordable technology solutions to HR Operations. and generating HR-related reports to meet the business needs. Provide training, technical support, and troubleshooting to the end user.
- **HR Metrics** - Develop, measure, and communicate agreed upon and relevant human capital metrics to the management team. Generate HR-related reports to inform managers with information necessary to make informed decisions.



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**REQUIRED KNOWLEDGE**

State and Federal Employment Laws: Including ADEA, ADA, FLSA, FMLA, COBRA, ERISA, Equal Pay, HIPAA, PPACA, PPA, TITLE VII, USERRA, OSHA

Standard Payroll Practices and Procedures

HRIS / Payroll Software (Paylocity preferred)

HR Management knowledge as outlined in the professional certifications through SHRM or HRCI

Intermediate Microsoft Office Word, Outlook, and Excel

**REQUIRED SKILLS**

Effective written and verbal communication skills

Project Management Skills

Excellent Interpersonal Skills

Superior Organizational Skills

Critical Thinking Skills

This position description should not be construed to imply that the requirements are the sole standards for the position. Incumbents are expected to perform all other duties as required.

Please sign below to acknowledge receipt of position description and responsibility for reviewing this document.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_