



**JOB TITLE:** Human Resources Generalist

**JOB GROUP:** IX

**LOCATION:** Administration - 255 Delaware Ave., Buffalo, NY 14202

**REPORTS TO:** Human Resources Director

**SUMMARY/OBJECTIVE:**

The Human Resources Generalist assists the Vice President of Human Resources in the overall administration, coordination and execution of the Human Resource function

**RESPONSIBILITIES:**

- Assists in the development and administration of various human resources plans and procedures for all agency personnel.
- Develops and maintains processes to monitor information required for audits; maintains records, reports and logs to conform to statutory regulations.
- Researches salary surveys, salary scale and budgets. Rewrites job descriptions
- Assists in Benefits administration including assisting employees with benefit questions, open enrollment, change reporting, approving invoices for payment,
- Prepare Workers Compensation and Disability Paperwork as requested
- Assists with recruitment effort for all exempt and nonexempt personnel, students and temporary employees; Writes and places postings and advertisements.
- Maintains electronic resume database
- Conducts Background checks and maintains current Credentialing for agency staff and consultant providers
- Receives requests for Floating Secretaries and Maintains coverage calendar
- Assists Director in responding to Supervisor questions on relations counseling, and discipline. Prepares paperwork needed for discipline and termination
- Maintains human resource information system records and compiles reports.

**REQUIRED EDUCATION AND EXPERIENCE**

A master's degree in HR/Social Work or closely related field and two years' experience in HR field.

OR

A bachelor's degree and five years' human resource experience.

**To apply, please use the following link:**

Human Resources: <https://home.eease.adp.com/recruit/?id=14487051>

*If link does not connect, please copy and paste address in your web browser*

**For more information please visit [www.lake-shore.org](http://www.lake-shore.org)**