

**St. Anne Institute**  
**Job Description**

- I. TITLE:** Human Resource Generalist
- II. SUPERVISOR:** Chief People Officer
- III. HOURS PER WEEK:** 40
- IV. QUALIFICATIONS:** AA, BA or BS in Degree in HR, Business or related field. One year plus of HR experience.
- V. FUNCTIONS:** The Human Resources Generalist will run the daily function of the HR department including benefit administration, HR compliance, file management, employee changes, policies and procedures, HR reports, retirement plan, HRIS maintenance, recruiting, safety, worker's compensation and FMLA.
- VI. RESPONSIBILITIES:**
- Administers all employee and volunteer benefit programs including but not limited to Health, Dental, Vision, 403(b), disability, life insurance, tuition reimbursement, FMLA, worker's compensation, other voluntary benefits.
  - Assists and responds to employees regarding benefit questions, issues, enrollment, terminations, and status changes.
  - Maintains and updates the HRIS system.
  - Maintains accurate and current HR files, documentation, and records.
  - Tracks and maintains enrollments, changes, deductions, and disbursements for the 403(b) plan.
  - Maintains personnel files and submits payroll changes.
  - Knowledgeable and proficient in HR regulations and policies and procedures.
  - Maintains and effectively interprets FMLA, Worker's Compensation, COBRA, Disability and other State or Federal regulatory required programs and laws.
  - Assists in the facilitation and coordination of Annual Open Enrollment for employee benefits.
  - Responsible for Employee Safety Plan and OSHA regulations.

- Reconciles benefits invoices for payment.
- Assists HR coordinator on the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Assists HR coordinator with background checks and employee eligibility verifications.
- Completes employee status changes and provides information for payroll processing to accounting.
- Maintains HR policies and procedures and employee programs.
- Tracks and monitors performance reviews.
- Process required changes for employee transfers, promotions, position changes, salary changes, and other employee status changes.
- Handles employment-related inquiries from applicants, employees, and supervisors.
- Maintain all employment benefits with broker and aid employees with benefit questions.
- Reconciles benefit invoices against employee records for accuracy and payment.
- 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.
- Creates and maintains HR reports on HR system including but not limited to training records, employee census reports, turnover reports, and other HR metrics.
- Completes regulatory reports for government agencies.
- Provides HR information as required for audits and/or compliance.
- Serves as a backup to the Chief People Officer.

### **Administrative/Quality Improvement**

- Abide by the NYS Justice Center Code and the SAI Codes of Conduct/Ethics
- Complete additional duties as requested/required

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*I have read and understand my job description duties:*     **Program Administrator - HR**

7/2024

Lisa Simpson  
Chief People Officer

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_