**Envision Radiology – HR Generalist**

**Summary/Objective**

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with Senior HR Management in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, and employment law compliance.

**Essential Functions**

1. Partners with employees and management to communicate various Human Resources policies, procedures, laws, standards and government regulations.
2. Responds to employee relation issues such as employee complaints, harassment allegations and civil rights complaints.
3. Coaches, counsels and guides Managers before executing employee disciplinary actions.
4. Processes bi-weekly payroll changes such as a change in pay, title, location, etc.
5. Monitors employee eligibility for benefits plans. Reviews benefits with employees and processes enrollment, cancellation or changes. Organizes and manages annual open enrollment communications and election process.
6. Maintains working relationship with employees at all levels & assists with monitoring day-to-day implementation of policies.
7. Facilitates and/or provides training (including orientation) to employees.
8. Responds to all EEOC and/or Regulatory charges.
9. Maintains and processes all Unemployment Notices and potential charges in a timely & efficient manner. Attends unemployment hearings when necessary.
10. Conducts recruitment effort for all exempt and nonexempt personnel which includes posting open positions, sourcing, conducting initial phone/video screens and scheduling in person interview with Hiring Managers. Also extends written offer once an applicant is selected.
11. Administer exit interviews and analyzes data to make recommendations to the management team for corrective action and continuous improvement.
12. Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies**

1. HR Expertise
2. Communication.
3. Consultation.
4. Ethical Practice.
5. Global & Cultural Awareness.
6. Relationship Management.
7. Business Acumen.
8. Critical Evaluation.

**Supervisory Responsibility**

This position has no supervision responsibilities.

**Work Environment**

While performing the duties of this job, the employee regularly works in an office setting.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to talk and hear.

**Travel**

Local and domestic travel to Centers is required at times.

**Job Qualifications**

Minimum Qualifications/Experience:

* Three plus years’ experience in a Human Resources Generalist role – preferred
* Background in employment law and other government compliance regulations – preferred.
* Must have the ability to research and make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulations or state & federal law.
* Possess the ability to objectively coach employees and management through complex, difficult and emotional issues.
* Detail oriented, self-motivated, a problem solver and a team player
* Ability to navigate multiple computer screens and browsers quickly and accurately
* Ability to excel in a very fast-pace team environment
* Ability to continuously “exceed” company and customer expectation
* Strong communication skills & professional demeanor

Education/Certifications:

* Bachelor’s Degree in Human Resources or related field or equivalent education, training and experience
* HRCI Certification (GPHR, SPHR, or PHR) preferred

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**Additional Eligibility Qualifications**

None required for this position.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Other duties may be assigned as needed by supervision.