Chimp Haven is hiring!

**Human Resources Generalist**

Come join our growing team!

As Chimp Haven’s HR Generalist, you are detail-oriented, flexible and love people. You are an innovative problem-solver who keeps up with the latest trends and ever-changing regulations. As a compassionate person, you have a natural ability to treat each employee as an individual and develop relationships with our staff and managers. You are a consummate professional yet approachable. And finally, you are a team player who welcomes the opportunity to collaborate with your colleagues and others to provide the best service possible to and for our staff and organization.

Come join our team of dedicated staff who are committed to the well-being of chimpanzees, the organization and each other.

To apply, please send a cover letter and resume to careers@chimphaven.org or fax to 318-925-5600. For more information, please visit our website at www.chimphaven.org
Human Resources Generalist (with payroll responsibilities)

Open: January 10, 2020          Closed: When filled

Job Classification
Shift: Normally days, but night and weekend work may be required.
FLSA: Normally exempt but may be Non-exempt
Risk Level: 1

Job Summary
Chimp Haven is seeking an experienced HR Generalist to provide a wide range of HR support and advice. Reporting to the CFO and as a member of the finance and administration department, the successful candidate will play a key role in the success of the organization by providing excellent service to frontline employees, managers and executive staff while complying compliance with all federal and state legal and regulatory requirements of a federal prime contractor.

Duties and Responsibilities
- Participate in analyzing the efficiency, efficacy, and compliance of existing HR goals and programs, objectives and systems; provide input and suggestions to effect continual improvements of department and services performed.
- Maintain Title Structure and further develop job descriptions as well as the organizations’ compensation plan with guidance from the CFO.
- Conduct recruitment effort for all personnel including temporary employees; assist managers to ensure all required documentation is in place prior to beginning the hiring process as well as providing support to managers during the process.
- Perform background checks on all new hires.
- Assist with relocation process for new employees.
- Facilitate the execution of onboarding/new hire orientation including eVerify; obtain feedback regarding the onboarding experience; monitor and analyze the process and outcomes; identify improvement opportunities.
- Administer employee benefits including required reporting, approving invoices for payment and communicating benefit information to employees.
- Administer Occupational Health & Safety Program to include pre-hire, post-hire, and injury incidents.
- Coordinate Annual TB testing and regulatory Medical Questionnaires for all employees.
- Ensure all employees are in compliance with insurance policies.
- OSHA Reporting & Compliance. Consult with managers and staff as to safety policy and processes, assumes a role on organizational safety committee.
- Provide support in administering performance review program as required.
- Provide assistance to ensure all professional staff is appropriately credentialed, certified and/or licensed within the context and requirements set forth by laws, policies, and related regulatory organizations.
- Schedule training for new employees.
- Enter data into medical and training records databases and monitor recordkeeping systems.
- Research leadership and training opportunities for high-potential employees and management.
- Analyze data related to absenteeism and vacation usage to provide structure and guidance to management and to address employee trends or areas of business productivity.
- Counsel employees as needed to facilitate positive professional communications and interactions with coworkers and management.
- Provide high-quality advice and service to management on daily employee relations and performance management issues.
- Process employee exit paperwork including all internal and external documentation.
- Analyze data related to employee separation to identify opportunities for improving employment experience; collaborate with senior management to implement new programs, strategies and policies to reduce turnover and increase retention.
- Ensure all employees are in compliance with general insurance policies.
- Maintain employee manual including periodic suggestions for improvement or revision.
- Maintain knowledge of organizational policies and procedures and programs, respond to inquiries regarding same.
- Process bi-weekly payroll and all related activities.
- Reconcile calendar year payroll system numbers with general ledger; and distribute W-2’s.
- Develop and administer annual culture survey. Analyze results and work with the Senior Team to implement new programs or improvements.
- This role does not have direct reports, but may serve as group or team leader.
- Perform related duties or special projects as required and assigned. Job duties and requirements may be changed as needed to meet current and future business needs.

Qualifications:
- Bachelor’s degree in a subject area directly related to or in Human Resources is required.
- HR Certification preferred.
- A minimum of five years of Human Resources Generalist or higher experience is required.
- Knowledgeable about variety of the field’s concepts, practices and procedures.
- Investigative and employee counselling knowledge and experience preferred.
- Must possess ability to maintain confidentiality and security of all employee and certain proprietary company files and information.
- Relies on pre-established guidelines and experience to plan and accomplish goals.
- Exercises judgment to make recommendations for improvement.
- May represent organization at personnel-related hearings and investigations.
- Possess sufficient knowledge to ensure compliance with all legal requirements and federal and state government reporting and regulations; to include FLSA, FMLA, AAP, EEOC, ADA, ERISA (5500 and Summary Plan Documents), and Vet reporting.
- Must possess strong written and verbal skills, organizational skills and have the ability to work independently in a dynamic environment, meet deadlines, multitask, prioritize, and interact fluently and effectively with individuals at all levels and from diverse backgrounds.
- Must be able to use common computer programs.
- Strong technology skills required, particularly with an electronic payroll and HRIS system.
- Should have previous experience performing as a change agent with an emphasis on aligning company practice and future growth with the company’s mission and values.
- Must maintain a professional demeanor at all times and in all ways while working in a casual environment and culture.
- A combination of education, certification and experience may be considered.

Send cover letter, salary requirement and resume to: careers@chimphaven.org or fax resume to Human Resources Department @ 318-925-5600.