
Date May, 2019	Department Administration	Location Washington, D.C.
Classification Full-Time, Exempt	Employment Terms At Will	Reports to Business Manager

Summary

The Human Resources Generalist performs a variety of HR-related functions, including but not limited to: recruiting, employee relations, benefits administration, training, development, performance review administration, etc. The incumbent is diplomatic, able to work with a diverse group of people, organized, self-motivated, effectively and successfully manages multiple priorities simultaneously, and; is supported by and supervises an HR assistant.

Essential Functions

The following functions are representative of the position:

- Directs and monitors HR strategies, systems and procedures
- Manages recruitment process: writes/posts job announcements; coordinates intake process; conducts reference and background checks; prepares offer letters, onboarding schedules, etc.
- Creates/executes/tracks training and certification programs with internal and external stakeholders on a range of topics such as OSHA safety trainings, equipment uses and best practices, management training on hiring and EEOC, project management, time management, etc.
- Collaborates with program directors to manage/track professional development/training for all staff.
- Manages/coordinates CT's twice-yearly performance review process.
- Conducts periodic compensation and benefit reviews; assists in benefit renewals and administration including health, dental, vision, retirement, workers compensation, COBRA, etc.
- Reviews/submits billing for benefit programs; serves as a liaison between benefit brokers and Casey Trees
- Develops, recommends, implements, and monitors personnel policies and procedures based upon the needs of the organization and in response to local, state, and federal requirements
- Writes/drafts job descriptions, offer letters and related documents to ensure clarity and compliance
- Maintains strict confidentiality regarding all employee records/documents and interactions
- Supports employee team-building activities (i.e. awards, recognition programs, birthdays, etc.)
- Assists in administering disciplinary procedures and counseling for performance improvement
- Maintains general knowledge of local, state, and federal labor laws
- Assists with payroll processing and time record keeping
- Receives support from, and manages the HR Assistant

Competencies

- Effective Communicator
- Writing Proficiency
- Self-Motivation
- Problem Solving
- Public Speaking
- Confidentiality
- HR Compliance
- Flexibility
- Diplomacy

Supervisory Responsibilities

Manages an HR Assistant.

Working Conditions

Work is conducted primarily in an office setting with some exceptions. See "Physical Demands."

The incumbent in this position typically uses the following equipment:

- Computer
- Facsimile
- Printer/Copier
- Telephone
- Automobile
- iPad

Physical Demands:

- While this is primarily a desk job, all CT employees may engage in tree planting/related activities in outdoor environments, year-round in the heat, cold and inclement weather and must have suitable clothing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act.
- While performing the duties of this job, the incumbent is regularly required to talk, hear, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The incumbent is occasionally required to lift and/or move up to 25 lbs, lift files, open filing cabinets, bend or stand on a stool, etc.

Position Type/Expected Hours of Work

This is an exempt position, 40 hours a week. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

Travel

Travel is primarily local, although some out of the area travel and overnights may be expected

Required Qualifications

- BS degree in business administration or related field, or: an equivalent of education/training and experience
- Four plus years demonstrated success in the HR profession
- Professional demeanor; superior written and oral communications skills
- Excellent interpersonal skills. Creativity, flexibility, diplomacy, and positive spirit necessary
- Ability to work independently or as part of a team, and to manage multiple activities simultaneously
- Ability to establish, track, and meet deadlines, often under pressure
- Working knowledge of HR systems and databases
- Excellent listening, negotiation, and presentation skills
- Ability to build and manage productive interpersonal relationships at all levels of the company
- Working knowledge of labor laws and HR best practices

Compensation/Benefits

Competitive salary with excellent benefits including health, dental, vision, graduated matching 403B plan, paid holidays and time off.

What you will need to apply

Please enter **Human Resources Generalist** in the subject line of your message and email the following items to Human Resources at jobs@caseytrees.org:

- Résumé
- Available start date
- Salary requirements
- Contact information for three references
- Writing sample not to exceed one page, 12 point font, 1.5 spacing.

No telephone calls, please. Final candidates will be subject to a background check at time of conditional offer.

Equal Employment Opportunity Policy

Casey Trees is an Equal Opportunity Employer.

Who We Are

Casey Trees is a Washington D.C.-based nonprofit committed to restoring, enhancing and protecting the tree canopy of the nation's capital. For more information visit our website at: www.caseytrees.org.