

Nevada Affordable Housing Assistance Corporation

JOB DESCRIPTION

POSITION TITLE: Administrator/Human Resources Generalist **CLASSIFICATION:** Exempt/Salaried

REPORTING RELATIONSHIP: Chief Executive Officer/Chief Operating Officer (CEO/COO)

POSITION SUMMARY: The Administrator/Human Resources Generalist works with the CEO/COO, the management team, employees, temporary staff and vendors in the areas of staffing, benefits, employee relations, compensation, training, safety, workers compensation, and communication. The Administrator/Human Resources Generalist is primarily responsible for managing a variety of general administrative and human resources activities by performing the following duties personally or through subordinates.

RESPONSIBILITIES AND DUTIES:

- Provides various forms of employee communication pertaining to, but not limited to, the areas of employment, benefits, compensation, employee relations, employee assistance, engagement or other subjects in support of the organization's and/or human resources' objectives.
- Collaborates with department managers and CEO/COO to understand skills and competencies required for position openings. Facilitates the hiring of qualified job applicants. Recruits potential candidates and schedules interviews. Creates and updates job descriptions.
- Prepares and delivers employment offer letters; Conducts or acquires background checks, reference checks, screenings and employee eligibility verifications.
- Implements new hire orientation, completes and processes new hire onboarding paperwork, ensures each new hire receives a training schedule, and implements and executes employee recognition programs.
- Assists with benefit administration, enrollment and termination for all employees, including medical, dental, vision, Short Term Disability (STD), Long Term Disability (LTD), and life insurance programs. Creates, modifies, and updates reports, such as staffing, termination, conversion of temp to perm employees, requisition, and other reports as needed.
- Maintains employee confidence and protects the organization by keeping required information confidential.
- At direction of CEO/COO meets with managers to discuss employee performance and/or management issues. Responsible for training and development. Consults with CEO/COO regarding recommendations on appropriate level of discipline and reviews and edits written warnings as directed and participates in the delivery of employee disciplinary actions.
- Designs/redesigns and creates various HR-related forms, documents, organization charts, etc.
- Works independently within guidelines.
- Researches, interprets and ensures compliance with federal, state and local legal requirements and

employment laws by keeping apprised of existing and new legislation.

- Drafts organizational policies and procedures. Makes recommendations and changes to company policies and procedures as required.
- Assists with the coordination and preparation for compliance reviews.
- Operates as Secretary to the Board of Directors. Schedules and attends all Board Meetings. Drafts Board Agendas and compile Board meeting materials. Takes and draft Board meeting minutes.
- Maintains valid business insurances. Facilitates proper completion of required insurance applications; Requests and reviews quotes in a timely manner, secure CEO/COO and Board approval and request to bind approved coverage. Review policies for accuracy and process payment.
- Researches and develops resources that create timely and efficient workflow and maximizes office productivity through proficient use of appropriate software applications.
- Analyzes and organizes office operations and procedures in areas such as personnel, information management, filing systems, inventory and requisition of supplies and other clerical services. Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records.
- Supervision of Administrative Assistant to include coordination of administrative and office tasks.
- Resolve escalated issues, coordinating with other departments as appropriate.
- Manages and maintains schedules, appointments and travel arrangements. Arranges and coordinates meetings and events as requested.
- Provides support to CEO/COO in the performance of other duties as required.
- May be called upon to perform other business-related duties and to assist in other areas of the organization as required.

The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

QUALIFICATIONS AND REQUIREMENTS:

- Associates Degree of higher preferred. Minimum of one year experience in the human resources field in a generalist role.
 - Strong organization and communication skills, both oral and written and attention to detail.
 - Proficiency in Microsoft Excel, Outlook, PowerPoint, and Word.
 - Well-developed ability to manage multiple tasks/projects and deadlines simultaneously.
 - Possess high level skills using personal computer applications such as Microsoft Office, payroll, and time and attendance software.
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PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- The individual is required to regularly sit at a computer and enter data for extended periods of time.
- The individual is required to listen and talk to individuals and before groups in the performance of the job.
- The individual is regularly called upon to deal with stressful situations and a high work volume.
- The individual is regularly required to stand, walk and drive for extended periods of time.
- The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms.
- The individual is occasionally required to lift up to 25 lbs.
- Position may require some travel and scheduling flexibility.

JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated _____. The job description describes duties and responsibilities, which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

Employee Signature

Date

Supervisor Signature

Date

Employee Name (printed)

Date

Please keep a copy for your records
