

900 Jordan Street

Shreveport, LA 71101

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[**www.vyjla.org**](http://www.vyjla.org/)

Human Resource Generalist

Job Description

Position Title: Human Resource Generalist

**Program/Department:** Administration

**Immediate Supervisor:** Executive Director

**Work Hours:** Part-time (30 hours per week)

**Benefits:** Health/Dental/Vision/Retirement

**Salary Range:** $45,000.00 - $50,000.00

JOB DESCRIPTION:

Duties may include, but are not limited to the following:

* Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
* Responsible for ensuring that all VYJ open positions are posted on the appropriate platforms and screening of all incoming resumes to ensure appropriate qualification matching.
* Collaborates with departmental managers to understand skills and competencies required for job openings and assists with ensuring job descriptions are appropriately designed.
* Collaborates with departmental managers to assist in performance reviews, departmental staff meetings, and exit interviews.
* Creating onboarding plans and educating newly hired employees on HR policies, internal procedures and regulations.
* Assists in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart.
* Maintains physical and digital files for employees.
* Taking appropriate disciplinary action against employees who violate rules and regulations and addressing employee grievances.
* Tracks and manages all employee leave time and works with the bookkeeper to ensure that leave time is accurate and up to date in the payroll system.
* Conducts or acquires background checks and employee eligibility verifications.
* Performs routine tasks required to administer and execute human resource programs including but not limited to benefits, retirement, and leave; disciplinary matters; disputes and investigations; productivity, recognition, and morale; occupational health and safety; and training and development.
* Updates and distributes organizational chart to the appropriate staff.
* Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
* Attends and participates in employee disciplinary meetings, terminations, and investigations.
* 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, new technologies in human resources, talent management, and employment law.
* Must promote a positive/professional attitude to all Volunteers for Youth Justice employees, volunteers, and business partners.
* Performs other duties as assigned.

**QUALIFICATIONS:**

* A Bachelor’s or Master’s degree in Human Resources, Business Administration, or related field required.
* At least one year of human resource management experience preferred.
* Excellent verbal and written communication skills.
* Excellent interpersonal, negotiation, and conflict resolution skills.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Ability to act with integrity, professionalism, and confidentiality.
* Thorough knowledge of employment-related laws and regulations.
* Proficient with Microsoft Office Suite.