



Position Description

Position:	Human Resources Generalist
Reports to:	Executive Director (ED)
Supervises:	N/A
Status:	Full-time, Regular position. Non-Exempt.
Position Category:	Specialist level
Location:	Bend* (*will be changed to Redmond in June, 2026)
Summary:	Heart of Oregon supports HR with one position, so the HR Generalist handles a wide range of HR and payroll administration tasks and responsibilities. Leveraging Paylocity HRIS, they are involved in everything from bi-weekly payroll processing to recruitment and onboarding, to benefits administration, and employee relations. The HR Generalist trains supervisors and supports the ED and Deputy Director in the organization's culture development and safety strategies.

All-Agency Duties and Responsibilities

- Uphold HOC's mission, vision, and values
- Conform to HOC's policies, procedures, and protocols
- Interact with all corpsmembers and staff with high ethics, accountability, and confidentiality
- Strive towards quality improvement, participate in evaluation of individual and team functioning; actively work towards team goals and HOC's objectives

Specific Duties (to include, but not limited to)

- **Maintain and leverage HRIS (Paylocity)**
 - Utilize and leverage HR software to ensure compliance, accuracy, efficiency, and ease-of-use for various HR and payroll tasks. Maintain orderly employee records accurately and confidentially.
 - Generate useful reports and analyze HR data with leadership team. Stay abreast of HRIS functionality updates, leverage HRIS helpdesk resources effectively, and recommend and implement continuous improvement in effective use of HRIS across the organization.
- **Administer payroll**
 - Administer bi-weekly payroll in HRIS for staff employees and corpsmember participants. Collect and verify timesheets, pay rates, withholdings, job center cost coding, and leave. Enter payroll into payroll system, with high attention to detail. Prior to running payroll, ensure the Finance department completes a full payroll review.
 - Train and support program staff to ensure compliant and efficient corpsmember payroll processes that leverage the HRIS.
- **Manage benefits**

- Perform benefits administration, communicate benefits information to employees, track eligibility, enroll/terminate from accounts, audit records.
- Lead benefit renewal process with ED, research benefit changes options, communicate changes internally.
- Provide ED with research and recommendations for compensation strategies based on market research and pay surveys.
- **Ensure compliance and support policy development**
 - Ensure organizational and supervisory compliance with Labor Laws and Regulations.
 - Research and draft personnel policies and procedures; maintain the employee handbook and HR policies and procedures under the direction of the Executive Director.
 - Coordinate with supervisors to ensure position descriptions and announcements are up to date and compliant with all local, state, and federal regulations.
 - Comply with local, state, and federal government reporting requirements.
- **Recruit and onboard employees**
 - Recruit candidates for open staff positions in a timely and compliant fashion, leveraging HRIS. In partnership with supervisor, interview, screen, and onboard new employees.
 - Coordinate with and train supervisors to develop onboarding schedules and materials.
 - Train and support program staff to ensure compliant and efficient corpsmember onboarding processes that leverage HRIS.
- **Lead employee relations**
 - Questions and assistance
 - Supervisor/Employee relations
 - Address disciplinary issues
 - Exit processes
 - Support ED and Deputy Director with complex and sensitive HR issues such as conducting investigations and implementing disciplinary action if needed.
- **Guide performance management, retention, and separation processes**
 - Oversee and manage the performance review process leveraging HRIS.
 - Provide supervisor training on these processes and best practices, hold supervisors accountable to processes.
 - Oversee retention and succession planning, collaborate with departmental managers to understand skills and competencies required for openings.
 - Manage staff separation processes.
- **Foster safety and positive employee experience**
 - Participate in Safety committee, support organizational safety culture and knowledge of safety policies, administer 801s, 301 reports, and incident reports.
 - Organize Staff engagement and appreciation events and collect employee feedback to help foster HOC's values and a positive employee experience.
- **Support training and development**
 - Utilize HRIS to manage required training and certifications by position type, renewal dates, supporting supervisors in ensuring completion.
 - Identify and share internal and external learning and development opportunities that promote professional growth for employees.
 - Ensure all supervisors are trained in HR processes and compliance.
- **Collaborate with administrative and leadership teams**
 - Provide research, tools, recommendations, training and support for the management of organization's HR strategy and processes.
 - Provide administrative support to the Executive Director and Board of Directors.
 - Provide general office and reception support to Administrative Assistant, as part of a shared Administrative Team responsibility.
 - Support Administrative Assistant to work with IT contractor to ensure employees have timely, appropriate, and functioning office technology and resources.

- Performs other duties as assigned.

Secondary Functions

- Attend all assigned HOC meetings, trainings, and events.
- Respond promptly to internal or external inquiries or requests.
- Assist in publicizing HOC to the Central Oregon community.

Job Scope

Supervisory Responsibilities (if applicable):	Number of Staff Employees Supervised: 0 Staff Positions Supervised: N/A Staff Supervisory Duties: <div><div><div>_____ Scheduling and Assigning Work</div><div>_____ Wage/Salary actions- ED pre-approval</div><div>_____ Performance review</div></div><div><div>_____ Training</div><div>_____ Disciplinary actions</div><div>_____ Hiring/Termination- ED pre-approval</div></div></div> Notes: Position may supervise and train volunteers.																																																	
Interpersonal Contacts:	Frequent interpersonal contact required with customers, co-workers, volunteers, and supervisor.																																																	
Specific Job Skills/Requirements:	License/Certifications: HR Certifications and/or documented coursework required. SHRM or equivalent preferred. Technical: Proficiency with HRIS (Paylocity), Excel, and office technology. Physical Capabilities: prolonged computer usage Additional:																																																	
Education/Related Experience:	Minimum education required: Bachelor’s Degree and/or previous relevant training required. Bachelor’s Degree in Human Resources or related field preferred. Minimum time in related position: 2 years required.																																																	
Job Conditions:	<table><tr><td><i>Bending, Reaching:</i></td><td>None</td><td><u>Occasional</u></td><td>Frequent</td><td>Constant</td></tr><tr><td><i>Climbing:</i></td><td><u>None</u></td><td>Occasional</td><td>Frequent</td><td>Constant</td></tr><tr><td><i>Physical Lifting:</i></td><td>Up to 10 lbs.</td><td>Up to 25 lbs.</td><td><u>Up to 50 lbs</u> (occasionally)</td><td>Over 50 lbs</td></tr><tr><td><i>Pushing/Pulling:</i></td><td>None</td><td><u>Occasional</u></td><td>Frequent</td><td>Constant</td></tr><tr><td><i>Walking:</i></td><td>None</td><td><u>Occasional</u></td><td>Frequent</td><td>Constant</td></tr><tr><td><i>Walking on uneven/steep surfaces:</i></td><td><u>None</u></td><td>Occasional</td><td>Frequent</td><td>Constant</td></tr><tr><td><i>Prolonged Standing:</i></td><td><u>None</u></td><td>Occasional</td><td>Frequent</td><td>Constant</td></tr><tr><td><i>Prolonged Sitting:</i></td><td>None</td><td>Occasional</td><td>Frequent</td><td><u>Constant</u></td></tr><tr><td><i>Eye/Hand Coordination:</i></td><td>None</td><td><u>Occasional</u></td><td>Frequent</td><td>Constant</td></tr></table>					<i>Bending, Reaching:</i>	None	<u>Occasional</u>	Frequent	Constant	<i>Climbing:</i>	<u>None</u>	Occasional	Frequent	Constant	<i>Physical Lifting:</i>	Up to 10 lbs.	Up to 25 lbs.	<u>Up to 50 lbs</u> (occasionally)	Over 50 lbs	<i>Pushing/Pulling:</i>	None	<u>Occasional</u>	Frequent	Constant	<i>Walking:</i>	None	<u>Occasional</u>	Frequent	Constant	<i>Walking on uneven/steep surfaces:</i>	<u>None</u>	Occasional	Frequent	Constant	<i>Prolonged Standing:</i>	<u>None</u>	Occasional	Frequent	Constant	<i>Prolonged Sitting:</i>	None	Occasional	Frequent	<u>Constant</u>	<i>Eye/Hand Coordination:</i>	None	<u>Occasional</u>	Frequent	Constant
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	Visual concentration on equipment:	<u>None</u>	Occasional	Frequent	Constant
	Concentrated reading/writing:	None	Occasional	Frequent	<u>Constant</u>
	Use of upper extremities in a repetitive motion: (ie to use computer and telephone).	None	Occasional	Frequent	<u>Constant</u>
	Rapid reaction to physical changes (ie operating equipment):	<u>None</u>	Occasional	Frequent	Constant
	Extended periods of outdoor exposure:	<u>None</u>	Occasional	Frequent	Constant
	Extreme Cold:	<u>None</u>	Occasional	Frequent	Constant
	Extreme Heat:	<u>None</u>	Occasional	Frequent	Constant
	Additional: Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.				

Employee Printed Name

Signature

Date

Supervisor Printed Name

Signature

Date

Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.