



Position: HR Senior Generalist

Organizational Unit: Finance and Administration

Job Summary: Reporting to the Chief Financial Officer, the HR Senior Generalist is responsible for executing the Linda Hall Library's human resource processes and functions, including but not limited to benefit administration, policy implementation, employee relations, performance management, onboarding, employment law compliance, and payroll. Critical skills include a broad-based understanding of HR principles and federal/local regulations, and the capacity to convey difficult and challenging information with diplomacy and discretion. Additional skills include the ability to function effectively in a team environment, flexibility, the capacity to embrace change in a dynamic and evolving organization, and a facility for cross-departmental communication and cooperation. The HR Senior Generalist will be a critical partner with the Library's leadership and will be involved in the strategic decision-making process.

Responsibilities:

Human Resources

- Prepare and maintain the employee handbook, communicate personnel policies and procedures to supervisors and staff.
- Administer the performance appraisal program, prepare salary adjustment letters.
- Manage periodic compensation benchmarking ensuring compliance with FLSA.
- Implement Library succession planning at the direction of the HR Board Committee.
- Maintain up-to-date job descriptions for all employee positions.
- Handle employee relations, provide coaching, counseling, and guidance to managers.
- Organize supervisor and/or staff training on a variety of human resources-related topics.
- Coordinate staff recruitment, including job postings, applicant screenings, interview schedules, employment verifications, reference checks.
- Work with the Library engagement staff to leverage social media and other potential outward facing mediums for staff recruitment.
- Extend verbal and written job offers, maintain records documenting hiring decisions.
- Prepare and disseminate new-hire paperwork, conduct new-hire orientation.
- Administer the Library's FMLA and STD/LTD programs ensuring compliance with applicable laws and regulations.
- Assure up-to-date employee records by processing changes in employee information and payroll withholdings in a timely fashion.
- Maintain personnel files in compliance with applicable legal requirements.
- Prepare and file compliance reports in accordance with federal, state, and local employment and benefit laws and regulations (EEOC)

Benefits Administration

- Administer various employee benefits programs including but not limited to group health, dental, life, accident and disability, flex spending, and 403(b) benefits. Assist employees with related benefit claims.
- Organize and manage open enrollment communications and election process. Ensure distribution of required employee notices.

- Verify benefit billing accuracy, resolve billing and administrative problems.
- Coordinate workers' compensation claims.
- Administer COBRA notices and receipt of payments.

Payroll

- Monitor electronic time clock punches for completeness and accuracy. Contact department supervisors for missed punches and unapproved time off requests.
- Prepare, input, and process payroll data.
- Compile internal reports as required.

Qualifications

- Bachelor's degree in Human Resource Management (Administration), Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification, and minimum 5-7 years of HR generalist experience.
- Minimum of 3 years' experience in benefits administration and payroll processing.
- Pragmatic problem-solving skills and articulate communicator with strong presentation skills.
- Proficient in the use of Microsoft Office.
- Detail-oriented and the ability to manage time and prioritize work.
- Local candidates only; job relocation is not offered

Preferred Qualifications

- Previous experience working in other cultural and/or civic institutions such as universities, libraries, and museums.
- Previous experience working in non-profit foundations.

Working Conditions

Working conditions are normal for an office environment. The position requires use of a computer, movement within the office and between other floors and departments and standing or sitting for extended periods.

Additional Information

Review of applications will begin immediately and continue until the position is filled. Candidates may respond via email to personnel@lindahall.org or by fax to 816.926.8790. All applications should include a cover letter, resume, and contact information for three references.