

## JOB DESCRIPTION



**Job Title:** Human Resources Generalist  
**Department:** Administration  
**Reports to:** SVP & Chief Administrative Officer  
**Direct Reports:** None  
**Date Prepared:** March 2021

<b>Job Summary</b>	Involved in many functional areas of human resources, including: recruiting, employee onboarding, compensation and benefits administration, performance management as well as HR policies and procedures. Responsible for complete payroll processing and related tax and W2 functions.
<b>Essential Functions</b>	<p><b>Human Resources Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Functions as an administrator of the Human Resources Information System: ensures integrity of data, creates reports, ensures personnel transactions such as hires, promotions, transfers, performance reviews, and terminations are made timely and accurately.</li> <li>2. Prepares employee separation notices and related documentation.</li> <li>3. Responds to inquiries regarding policies, procedures, and programs.</li> <li>4. Responds to inquiries regarding employment, and screens and interviews candidates for open positions.</li> <li>5. Performs administrative functions related to benefits plans, including reconciling and processing of invoices and serving as liaison with various vendors.</li> <li>6. Provides guidance to employees regarding benefits programs such as life, health, dental and disability insurances, 401k, PTO, leave of absence, and FMLA.</li> <li>7. Works with managers in the case of on-the-job injury to investigate accidents and prepare reports for insurance carrier.</li> <li>8. Partners with manager on projects including open enrollment and budget preparation.</li> </ol> <p><b>Payroll Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Communicates data to administrators of pension, and 401k.</li> <li>2. Process payroll from electronic timesheets to check distribution.</li> <li>3. Verification of payroll taxes and W2s.</li> <li>4. Quarter &amp; Year-end audits of 401k.</li> <li>5. Payroll interface to accounting GL.</li> </ol>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• 3 – 5 years of Human Resources experience.</li> <li>• Bachelor’s degree and PHR certification preferred.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Demonstrated project management and organizational skills.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Basic knowledge of labor laws.</li> <li>• Knowledge of Human Resources Information Systems.</li> <li>• General knowledge of Payroll Systems and processes.</li> <li>• Thorough knowledge of Microsoft Office.</li> <li>• Agent of positive change.</li> <li>• Ability to build and maintain relationships.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to operate normal office equipment.</li> <li>• Extensive use of computer.</li> <li>• Ability to operate a motor vehicle.</li> <li>• Ability to travel.</li> <li>• Ability to sit for extended periods of time.</li> <li>• Ability to lift up to 15 lbs.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal office environment, with occasional travel to other office locations.</li> </ul>

*The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.*