



W. M. KECK OBSERVATORY
On the summit of Mauna Kea, Island of Hawai'i

HUMAN RESOURCES GENERALIST

This position requires you to submit your [resume on-line](#) with your cover letter that states why you are uniquely qualified for the position.

Additional information about WMKO and this position may be found on our website at www.keckobservatory.org EEO Employer

POSITION TITLE:	Human Resources Generalist	DEPARTMENT:	HR
INCUMBENT:		FLSA STATUS:	Exempt
REPORTS TO:	HR Manager	MEMBER:	
SUPERVISES:			

POSITION DESCRIPTION

SUMMARY:

Under the general supervision of the Human Resources & Administration Manager, the Human Resources Generalist (HRG) provides a wide variety of both complex and routine administrative services. The HRG administers employee benefit plans including health, welfare, and retirement plans. The HRG works closely with staffing to ensure all facets of recruiting success throughout the observatory. The HRG provides administrative support to human resources functions as needed (e.g. generates correspondence, record-keeping, policy development).

ESSENTIAL FUNCTIONS:

This document in no way states or implies that these are the only duties to be performed by the employee occupying the position.

1. Administers health and welfare plans as well as works with retirement plan. Processes required documentation to ensure accurate record keeping and proper deductions.
2. Conducts new employee orientations to ensure employees gain an understanding of benefits. Counsels employees (and potential employees/applicants) on plan provisions so that individuals can make informed decisions on benefits.
3. Resolves employee concerns related to health and welfare plans functioning as liaison with various insurance carriers.
4. Writes, revises, edits and proofreads company policies and procedures and related documents as needed.
5. Works with hiring managers to develop job descriptions.
6. Leads the creation of a recruiting and interviewing plan for each open position identifying effective sources. Efficiently and effectively assist in filling open positions.
7. Assists with development/implementation of performance evaluation and rewards systems. Participates in surveys to ensure pay scale complies with changing laws and regulations and meets organizations objectives.
8. Assist in benchmarking positions against market to ensure competitive compensation.
9. Coordinates implementation/ maintenance of Human Resource Information Systems (HRIS).

Minimum Qualifications:*Education and Experience*

1. Bachelor's degree or equivalent in Human Resources, Business or Organization Development or equivalent.
2. Five years of progressive experience in Human Resources position.
3. Considerable knowledge of principles and practices of personnel administration.
4. Strong interpersonal skills both oral and written.
5. Strong understanding of state and federal requirements and regulations.
6. Experience administering employee benefit plans, recruitment and compensation plans.

Skills

1. Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
2. Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
3. Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
4. Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
5. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
6. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
7. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
8. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
9. Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

Desirable Qualifications

1. PHR (Professional Human Resources) Certification desirable.

Other Requirements

1. Willingness to commit to WMKO core and cultural values.

Working Conditions:

1. Typically sits for extended periods at a computer workstation.
2. Must be able to see, hear, touch, feel, lift (up to 20 lbs.) and stand for short periods of time.
3. May work at the Observatory (14,000 feet elevations) on an infrequent basis.

PAY AND BENEFITS:

WMKO offers a competitive salary and benefits package commensurate with qualifications and experience.

PHYSICAL DEMANDS:

The physical demands described here 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.

SPECIAL REQUIREMENTS:

Employment is contingent upon successfully passing an employee reference check, criminal background check, drug screening, and a five year motor vehicle history check. This is an exempt position under FSLA regulations.

AT WILL EMPLOYMENT:

I understand that if employed, I am employed AT WILL and that no contract between myself and this employer is created by my completion of this application, my receiving employment, my continued employment or my receiving benefit of employment of any type. No promises of any form or nature have been made to me, no guarantee of any length of employment is or shall be binding on this Employer, unless in writing. I reserve the right to terminate my employment at any time and the Employer has the same right at any time.

I agree to physical or other testing when such testing is reasonably necessary in determining job related abilities or reasonable expectation of successfully performing the job to the Employer's standards.

This job description does not constitute an employment agreement between the Employer and employee, and is subject to change as the needs of the Employer and requirements of the job change.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, and skill typically required and the scope of responsibility but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functions areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Incumbent

Date

Supervisor

Date