



Human Resources Generalist

Non-Exempt | Hourly (\$21.05 to \$31.57)

OVERVIEW

The Human Resources Generalist will source, interview, and onboard staff for all Infuze Credit Union locations. The Generalist will work closely with the Chief Human Resources Officer as well as hiring managers, and the HR/training departments to meet the personnel needs of each branch/department. The HR Generalist will be a key stakeholder in increasing retention; the Generalist reports to the CHRO.

DUTIES AND RESPONSIBILITIES

- 20%** Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with department managers to understand skills and competencies required for each position. Conduct/acquire background checks and employee eligibility verifications.
- 15%** Oversee offer process for new hires, including but not limited to communicating verbal offers, creating offer letters, and initiating onboarding process, as needed. Work with stakeholders to determine full offer package, considering internal equity and competitive hiring practices.
- 15%** Use available metrics to track candidates at all stages of the employee lifecycle, including but not limited to pre-screening, interview, offer, training, and termination/resignation. Present possible process changes to increase retention across all branches and departments.
- 15%** Manage employee engagement, including but not limited to assisting with planning/implementing employee events, increasing employee engagement, and surveying employees on an on-going basis. Use metrics to track employee morale and reinforce a positive culture.
- 10%** Post all openings internally and externally, closely tracking unpaid and paid postings to ensure maximum visibility for all openings. Regularly review and revise internal materials, as needed, including but not limited to applications and position descriptions.
- 10%** Maintain compliance with federal, state, and local employment laws, regulations, and best practices, especially as they relate to hiring; review and update policies and practices to maintain compliance.
- 10%** Provide ongoing interview training and counseling for hiring managers, including but not limited to interview preparation, common red flags, and regulation compliance.
- 5%** Perform other duties as assigned.

Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

EDUCATION AND EXPERIENCE

Experience

- Three to five years of similar or related experience preferred, including time spent in previous positions
- Knowledge of employment laws including but not limited to the following preferred: ADA, HIPAA, EEOC, FLSA, and other federal, state, and local laws

Education

- High school degree or equivalent required
- A two-year college degree or completion of a specialized course of study at a business or trade school preferred

Skills

- Proficient in Microsoft Office (Word, Excel) and digital tracking platforms such as Monday.com
- Ability to communicate effectively both verbally and in writing is essential.
- Ability to listen and understand staff concerns and assist at all levels as needed.
- Ability to interpret various aspects of communication and behavior remotely and in person to gauge fit of potential candidates

Requirements

- Must have a valid driver's license
- Must be willing to travel to all Infuze Credit Union branches

ADA REQUIREMENTS

Individuals must perform primarily sedentary work with limited physical exertion and occasional lifting of up to 40 lbs. Must be capable of climbing and descending stairs in an emergency. Must operate standard office equipment including computer, conference room monitor, telephone, copier, facsimile, and calculator. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ACKNOWLEDGEMENT

This job description is not a contract and should not be presumed to guarantee employment. Infuze Credit Union is an Equal Opportunity Employer and does not discriminate against employees or applicants based on race, color, religion, gender, national origin, disability, age, or any other category protected by law.

EMPLOYEE SIGNATURE

DATE

AUTHORIZED REPRESENTATIVE

DATE