

OAI Headquarters

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OAI Chicago Southland

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JOB DESCRIPTION

Position Title: HR Generalist

Position Category: Exempt

Department: Operations

Reports to: Senior Director of Operations

Job Summary:

The Human Resources Generalist is responsible for the overall HR duties for OAI. The HR Generalist will have a keen focus on recruitment, benefits, conflict resolution, and performance management. The incumbent will be a self-starter and have the ability to work independently.

Responsibilities:

- Manage and provide support on full-cycle recruitment, hiring and onboarding process
- Create and facilitate a formal new hire orientation program, including, but not limited to, collecting and processing new hire paperwork, conducting benefits orientation sessions and reviewing employee handbook
- Create and facilitate a formal performance management system throughout the organization, including talent development and act as the liaison with departmental Directors to ensure 30/60/90-day and Annual Review Process is implemented for all new hires/employees
- Process and maintain organization and employee data to ensure salaries, reporting structures, job titles, positions categories, and departments are accurate
- Benefits administration to include, but not limited to, working with broker for annual renewals, resolving claims issues, answering employee queries and reconciling invoices
- Maintain and audit employee hardcopy and electronic files
- Assist with the monitoring of wages and the salary structure of OAI with external sources to identify areas of alignment
- Act as first point of contact for management and employees regarding employee relations inquiries or issues
- Monitor and update OAI's policies and handbook and ensure all HR policy development and documentation is in line with OAI's mission and vision
- Assist in coordinating training opportunities and identify resources to fulfill the training needs
- Manage off-boarding process for terminating employees
- Interact with payroll for employee related matters to ensure timely and accurate reporting
- Perform duties related to year end external audits and site monitoring visits by federal, state and local governments
- Drive the communication strategy to ensure all employees are well informed in matters related to human resources
- Perform other duties as assigned

Required Qualifications:

- Bachelor's degree from a four-year college or university in Human Resources or related field of study. Master's Degree in Human Resources preferred.
- 3-5 years progressive HR generalist experience
- General knowledge of federal and state employment laws and practices

- Ability to handle data with confidentiality
- Ability to work independently
- Proficiency in MS Office including Word, Excel and PowerPoint
- Extensive interviewing skills
- Demonstrated ability, and commitment to, providing an extremely high level of customer service while promoting an environment of positivity and growth