



## HONOLULU COMMUNITY ACTION PROGRAM, INC. POSITION DESCRIPTION

**POSITION TITLE** : HR Generalist  
**SALARY GRADE** : 13  
**FLSA STATUS** : Exempt  
**REPORT TO** : Director of Human Resources  
**SUPERVISES** : None

### **INTRODUCTION**

Assist with all human resource activities for HCAP. This position will perform various coordination, administrative, and support activities to contribute to the overall efficiency and operational effectiveness of the HR Department.

### **CORE COMPETENCIES**

1. **Communications** - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. **Teamwork** – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. **Problem Solving** – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. **Build Collaborative Relationships/Teamwork** – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside and outside the organization who can provide information, assistance, and support.
5. **Decision Making/Problem Solving/Analytical Ability** – Able to make difficult and appropriate decisions in a timely manner.
6. **Self Development** – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

**ESSENTIAL POSITION RESPONSIBILITIES** includes the following. Other duties may be assigned:

1. Assist with the day-to-day activities of the Human Resource Department including, recruiting, training, benefits, performance management, and compliance.
2. Administers benefits programs in compliance with federal and state laws. Processes COBRA, HIPAA, 5500's, and other required notices to employees.
3. Maintains knowledge of current legislation and trends in benefit programs; implements benefit programs effectively, consistently and in accordance with plan documents.
4. Assists employees with benefit inquiries, eligibility, and procedures regarding FMLA, HFLA, TDI, and Worker's Compensation claims.

5. Conducts orientation for new hires; also provides training to management and staff on an annual basis on the various HR Laws, and HCAP policies and procedures.
6. Processes health enrollment forms and will be responsible for annual open enrollment.
7. Serves as primary contact for plan vendors and third-party administrators.
8. Reviews, audits, and corrects benefits records and billing statements.
9. Assist with payroll distribution on a bi-monthly basis.
10. Manages the retirement plan, including enrollment, rollovers, and terminations.
11. Advises the Director of Human Resources on all benefit and recruiting related issues.
12. Assists the Director of Human Resources with special projects for HCAP when assigned.
13. Process all necessary Personnel Action forms for new hires, terminations, promotions, transfers, and salary changes.
14. Acts as the relief receptionist for the Administrative Office, answering phones, scheduling conference rooms, and directing telephone inquiries and/or visitors to appropriate staff members.
15. Other projects and duties as assigned.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION**

A Bachelor's degree from an accredited college or university in Business Administration with a major in Human Resource Management or any related degree.

### **EXPERIENCE**

Three plus years of relevant work experience in the areas of benefits and/or recruitment and/or training.

### **COMMUNICATION SKILLS**

- Effective verbal and written communications skills.
- Ability to communicate at all levels of organization and work well within a team environment in support of company objectives.

### **REASONING ABILITY**

- Strong analytical and problem solving skills.

- Good decision making skills and solution oriented.

**REQUIRED SKILLS, KNOWLEDGE & ABILITIES**

- Strong recruitment & benefit plan/program implementation and analytical skills.
- Computer literate; knowledge of standard software applications including MS Office Suite, Excel, Access. (Ceridian a plus).
- Working knowledge of ERISA, COBRA, HIPAA, FMLA, ADA, etc. and state and federal regulations.
- Must be able to maintain confidentiality.
- Must be organized, detail oriented, able to exercise sound judgment, multi-task and prioritize work. Must be able to coordinate and simultaneously maintain multiple projects with high level of quality and productivity.
- Excellent communication skills, oral and written.
- Able to interact with all levels of the organization in a clear and concise manner.
- Able to work with minimal supervision.

**PHYSICAL DEMANDS/WORKING CONDITIONS**

	Never/Rarely	At Times	Often/ Constant
Work Locations : in doors			X
Work Locations : outdoors		X	
Work Locations : sitting		X	
Walking/standing		X	
Bending/crouching/reaching, etc		X	
Lifting/carrying - light (up to 10 lbs)		X	
Lifting/carrying - medium (11 to 20 lbs)		X	
Lifting/carrying - heavy (over 20 lbs)	X		
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc		X	
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X