HUMAN RESOURCES GENERALIST (Job Id 19044)

Location: Danville:PA
Category: OTHER

Post Date: 08/28/2014
Employment Type: EMPLOYEE

Description

LOCATION: Justin Drive
WORK SCHEDULE: Days
WORK TYPE: Full Time, Exempt

JOB SUMMARY:
Serves as a liaison and partner with assigned departments providing Human Resources expertise to operations. Reports to the Director of Human Resources and the assigned department/division AVP or VP. Provides Human Resources expertise and advice in employee relations, employment, training and development, compensation and benefits.

MAJOR DUTIES AND RESPONSIBILITIES:

COMPETENCY:

HR Expertise
The ability to apply principles and practices of human resources to contribute to the success of business.

BEHAVIORS DEMONSTRATED:

• Serves as HR subject matter expert to managers
• Conducts investigations of workplace policy violations
• Applies and interprets policies and procedures
• Seeks ways to proactively improve organizational processes and outcomes
• Implements change based on proven change-management techniques

Relationship Management
The ability to manage interactions to provide service and support to the organization

• Develops network of contacts of internal and external stakeholders including front line managers, HR peers
• Develops and maintains reputation as a neutral and approachable HR professional serving employees and the organization
• Creates and fosters a positive team environment
• Mediates difficult interactions, escalating problems when warranted; facilitates conflict resolution meetings
• Oversees transactional and / or preliminary stage on employee relations issues, as assigned

Consultation
The ability to provide guidance to organizational stakeholders

• Provides guidance to leaders on HR practices
• Engages in coaching activities with management as needed
• Conducts investigations into complaints, policy / practice violations
• Gather facts, information and data to inform HR policy and develop solutions
• Leads the implementation of business solutions, HR interventions
• Champions the implementation of strategic initiatives
| **Leadership and Navigation** | • Serves as the principal liaison to frontline managers for HR strategies, philosophies and initiatives within the organization  
• Manages programs, policies and procedures to support the organizational culture  
• Demonstrates flexibility and adaptability  
• Develops skills in managing resources to meet planned objectives, operationalizes initiatives  
• Supports critical large-scale organizational change  
• Develops political acumen |
| **Communication** | • Delivers well organized, impactful presentations  
• Translates organizational communication strategies into practice at the operational level  
• Facilitates and transfers knowledge  
• Delivers constructive feedback  
• Informs senior management of operational concerns or issues  
• Listens actively to understand clients  
• Coaches frontline employees on organizational and interpersonal communications |
| **Diversity and Inclusion** | • Implements and audits organizational /HR practices to ensure cultural sensitivity  
• Maintains advanced knowledge of cultural differences  
• Employs cultural sensitivity in communicating with others  
• Resolves conflicts due to conflict differences or escalates to appropriate parties |
| **Ethical Practice** | • Maintains general knowledge of ethical laws, standards, legislation and trends that may affect organizational HR practice  
• Reinforces decisions that align with organizational strategies and values  
• Establishes one’s self as a credible resource for all issues involving employees and management  
• Performs as an ethical role model and positively influences managerial integrity and accountability  
• Takes immediate and appropriate action regarding reports of unethical behavior or conflicts of interest |
| **Critical Evaluation** | • Maintains working knowledge of measurement concepts, data collection, statistics, HR and business metrics and analysis  
• Analyzes and identifies patterns in data and raises relevant issues  
• Conducts assessments to address problems and implement solutions  
• Differentiates best practices which will work within assigned areas  
• Ensures a quality work product |
| **Business Acumen** | • Develops and maintains functional knowledge of organizational business units  
• Utilizes appropriate business terms and vocabulary in interactions with employees and leaders  
• Develop skill in building business cases for HR projects and initiatives  
• Defines critical activities in terms of value added, impact, utility derived from cost benefit analysis  
• Develops the ability to apply the principles of finance, marketing, economics, sales, technology and business systems to internal HR processes and policies |
OTHER SKILLS AND ABILITIES:
*Effective oral and written communication skills, excellent interpersonal skills, conflict resolution skills.
*Public speaking, facilitation and presentation skills required to conduct training and presentations to groups of various organizational level and size.
*Basic computer proficiency required.

EDUCATION AND/OR EXPERIENCE:
*Bachelor’s degree and three (3) to five (5) years of Human Resources experience OR
*Master’s degree in Human Resources Management and two (2) years of experience in the HR field OR
*Professional in Human Resources (PHR) certification preferred.

WORKING CONDITIONS/PHYSICAL DEMANDS:
*Work is typically performed in an office environment.
*Must be able to independently travel throughout the health system.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.

GEISINGER HEALTH SYSTEM
Geisinger Health System serves nearly 3 million people in Northeastern and Central Pennsylvania and has been nationally recognized for innovative practices and quality care. A mature electronic health record connects a comprehensive network of 6 hospitals, 43 community practice sites and more than 900 Geisinger primary and specialty care physicians.
As a not-for-profit, integrated-delivery health system, Geisinger is a national model of physician-led healthcare delivery. Geisinger is a leading-edge teaching institution with nearly 40 accredited residency and fellowship programs. Geisinger performs cutting-edge laboratory research at The Sigfried and Janet Weis Center for Research.
The fourth annual Truven Health Analytics (formerly Thomson Reuters) 15 Top Health Systems study ranks Geisinger as one of the top 15 health systems in the United States. Geisinger was also recently named to the Becker's Hospital Review “100 Best Places to Work in Healthcare” list for 2011.
Geisinger offers a competitive compensation package beginning day one of hire including comprehensive medical and retirement program benefits, domestic partner benefits, and more.
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