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COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (877) 803-5509

FACSIMILE (205) 469-0062

Human Resources

Cynthia W. Burton
Executive Director

March 9, 2023

JOB ANNOUNCEMENT

Title: Human Resources Generalist

Location(s): Tuscaloosa

Employment Classification: Regular full-time, non-exempt, non-safety-sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: This is a Grade Level IV position on the CSP Salary Scale with a pay rate starting \$37,086 - \$48,819 a year. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

Deadline to apply: Thursday, March 23, 2023 at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer.

EOE AA M/F/Vet/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Community Service Programs of West Alabama, Inc.

Job Description

Job Title: Human Resources Generalist

Department: Human Resources

Reports to: Director of Human Resources

Employment Classification: Regular Full-Time, Non-Exempt Non-Safety-Sensitive

Grade/Salary: Grade Level IV; Range annually \$37,086 - \$48,819+ depending on experience.

Summary of Position:

Responsible for providing personnel support to the Director of Human Resources and the Executive Director. Assist with planning and coordinating operations, recruitment, compensation, medical leave request and personnel compliance for all agency programs and service areas. The position requires initiative, independent judgement, confidentiality, and the establishment and maintenance of good employee and public relations.

Essential duties and responsibilities: *Other duties may be assigned by the supervisor*

- ◆ Assist with all aspects of recruitment and hiring policy to include preparation of job descriptions, job announcements, recruitment, and screenings.
- ◆ Coordinate with department managers to facilitate interviewing, recommendations for employment, background checks and job offers.
- ◆ Collect, track and process pre-hire and intake paperwork as specified by CSP programs' requirements.
- ◆ Draft organizational and staffing chart updates.
- ◆ Administer volunteer program, including linking volunteers with volunteer opportunities
- ◆ Conduct and/or coordinate new hire orientations to ensure that new employees complete all required paperwork and processes, and review agency policies and procedures.
- ◆ Partner with the Fiscal Department on benefit deductions, payroll inquiry's and verification of employment.
- ◆ Ensure that all new employees complete New Employee Orientations, including completion of required paperwork and processes, and review of agency policies and procedures.
- ◆ Maintain physical and digital files for employee documents, benefits, performance reviews, and disciplinary actions.
- ◆ Input performance evaluation data into Human Resources database.
- ◆ Assist with benefit packet preparation and enrollment.
- ◆ Prepare and distribute leave of absence documentation
- ◆ Assist in planning and conducting various agency activities, including, but not limited to, open enrollment, training, and safety, recruiting and recognition activities.

- ◆ Assist with evaluating and recommending changes to employee benefits.
- ◆ Assist with notating and documenting internal complaints and grievances.
- ◆ Assist Human Resources Director with employee relations and investigations.
- ◆ Assist with administering all facets of personnel policy and procedure to assure consistency and compliance, including, but not limited to,
 - Recruitment and hiring;
 - Onboarding;
 - Performance management
 - Compensation
 - Discipline
 - Code of Conduct
- ◆ Maintain minutes and records related to Human Resources
- ◆ Partner with Human Resources Director to design, schedule and implement training and development programs.
- ◆ Monitor and assist with managing change in HR processes and practices to assure compliance with all funding sources and Community Action Agency Standards.
- ◆ Monitor legal and regulatory procedures.
- ◆ Administer annual employee surveys.
- ◆ Assist with coordinating the Substance Abuse Program and random drug testing for all safety-sensitive employees.
- ◆ Other duties as assigned.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ◆ **Education and Experience:**
 - Possession of an Associate degree in human resources, business, communication, public relations, public or personnel administration, legal and a minimum of three (3) years' experience progressively responsible work experience in human resources or related field. Substantive experience may be substitute for education component at discretion of Executive Director.
- ◆ **Certificates, Licenses, Registrations:**
 - Professional Certification (PHR, SPHR, SHRM-CP or SHRM SCP) is preferred.
 - Possession of a valid Alabama driver's license, liability insurance and willingness to use one's personal vehicle in the course of employment.
- ◆ **Language Skills:**
 - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, contracts, legal documents and governmental regulations.
 - Ability to write reports, business correspondence, and procedure manuals.
 - Ability to effectively present information and respond to questions from groups of supervisors, employees, vendors and the general public.
 - Ability to communicate effectively through writing.
 - Ability to verbally communicate clearly and concisely to staff and customers.

- Ability to perform duties accurately on a consistent basis.
- ◆ Mathematical Skills:
 - Ability to compute simple math such as addition, subtraction, multiplication and division.
 - Ability to apply fractions, percentages, ratios, and proportions to practical situations.
 - Ability to work with mathematical concepts such as probability, statistics, and ratios.
- ◆ Reasoning Ability:
 - Ability to analyze problems and issues presented by applicants, agency employees and volunteers and to respond or redirect appropriately.
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
 - Ability to critically analyze ever-changing work situations.
 - Ability to be sensitive to the needs and concerns of management and staff.
- ◆ Other Skills and Abilities:
 - Ability to respond to multiple demands.
 - Ability to develop effective working relationships with staff members.
 - Ability to organize complicated materials.
 - Proficiency in Windows, Word, Excel, and PowerPoint.
 - Ability to work with diverse populations and personalities.
 - Ability to file accurately on a consistent basis.
 - Capable of handling multiple tasks and demonstrated ability to meet cascading deadlines.
 - Ability to work in a constant state of alertness.
 - Regular and predictable attendance.
 - Ability to develop working rapport quickly and easily.
 - Ability to collect, track and accurately process large volumes of documentation, as mandated by program funders and regulatory agencies.
 - Ability to travel throughout the service area and to regional and national conferences.

Physical Demands: *The physical demands described 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 duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk and/or hear. Specific vision abilities required by this job include close vision for extended periods of time on the computer and the ability to adjust and focus. Typing is required. walk, lift limited weight (10 lbs.).

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is acceptable in the work environment. Work is performed indoors.

The information contained in the job description is for compliance with American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Created 9.8.2021

Reviewed by Board of Directors 01.20.2022

Reviewed by Board of Directors 01.19.2023