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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 (855) 211-0950

FACSIMILE (205) 758-7229

Cynthia W. Burton

Executive Director

July 18, 2022

JOB ANNOUNCEMENT

Job Title: Human Resources Generalist-Head Start

Location: Tuscaloosa

Employment Classification: Regular Full-Time, 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: Competitive Based Upon Education and Experience. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at www.cspwal.com or contacting the Human Resources department of CSP at (205) 469-1015, to request an application.

Deadline: Friday, July 29, 2022 by 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, genetic information, 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 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, disability or national origin.

Community Service Programs of West Alabama, Inc.

Job Description

<u>Job Title:</u>	Human Resources Generalist-Head Start
<u>Department:</u>	Human Resources/Head Start
<u>Reports to:</u>	Director of Human Resources and Director of Head Start
<u>Employment Classification:</u>	Regular Full-Time, Non-Exempt Non-Safety-Sensitive
<u>Grade/Salary:</u>	Grade Level IV; Range \$ + depending on experience

Summary of Position:

Responsible for providing personnel support to the Director of Human Resources and the Head Start Director. Assist with planning and coordinating operations, recruitment, compensation, medical leave request and personnel compliance for the Head Start program. 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*

- ◆ Collaborate with the Head Start Director on all aspects of Human Resources involving Head Start staff, as appropriate to remain in compliance with local, state, and federal laws.
- ◆ Input staff information in the ChildPlus software system.
- ◆ Facilitate all aspects of hiring to include policies, job descriptions, job announcements, recruitment, screenings, and documentation.
- ◆ Coordinate with directors, coordinators, and managers to facilitate interviewing, policy council approval, recommendations for employment, background checks, clearances, physicals and TB skin test, and job offers.
- ◆ Collaborate with HR staff to conduct agency new hire orientation to ensure new employees complete all required paperwork and processes, and review agency policies and procedures.
- ◆ Ensure that all new and returning employees complete New Employee Orientation, including completion of required paperwork and processes, and review of agency policies and procedures.
- ◆ Collect, track, and process pre-hire and intake paperwork as specified by the agency (CSP), state (DHR licensing), and federal (Head Start) requirements.
- ◆ Assist with the review and update of pay scales.
- ◆ Collaborate with the Fiscal staff related to benefit deductions, payroll inquiries and verification of employment.
- ◆ Maintain physical and digital files for employees including new hire packet, benefits, performance reviews, and disciplinary actions.
- ◆ Review performance evaluations and document in Human Resources database.
- ◆ Collaborate with the Human Resources Director to design, schedule, and conduct/implement training and development programs.
- ◆ Prepare and distribute documentation to include FMLA, Leave of Absence, Medical Leave, Education Assistance and Leave, Change of Status, Hire/Promotion Letter, Termination Letter, COBRA, and Pay Increases.
- ◆ Assist in planning and conducting various agency activities and/or events including staff wellness, recognition, and engagement.

- ◆ Assist with open enrollment for benefits.
- ◆ Assist with evaluating and recommending employee benefit changes.
- ◆ Document and review internal complaints and grievances to be processed by HR Director.
- ◆ Assist with employee relations and investigations.
- ◆ Enforce all agency personnel policies and procedures.
- ◆ Assist with reviewing and recommending updates of personnel policies and procedures to assure consistency and compliance.
- ◆ Maintain minutes and records related to Human Resources.
- ◆ Collaborate with Human Resources Director to review and update processes and practices to ensure compliance with all funding sources and regulatory agencies as needed.
- ◆ Monitor legal and regulatory procedures.
- ◆ Assist with the distribution and collection of annual employee survey.
- ◆ Review and update organizational chart annually and/or as changes occur.
- ◆ Collaborate with program staff and facilitate implementation of the volunteer program, including applications, clearances, orientation, and placement.
- ◆ 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 substituted 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 with 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.

Rev. 7.1.2022

Approved on: 7/17/2022

Reviewed by Board of Directors: 7/21/2022

