



Job Description

Human Resources Associate

I. General Description

The Human Resources Associate coordinates and supports the daily operations of the Human Resources department, including recruitment and hiring, onboarding, employee records, leave administration, workplace accommodation processes, HR systems, and compliance activities. The Human Resources Associate independently manages assigned HR processes, serves as a primary point of contact for routine Human Resources matters, and provides responsive service to employees, applicants, and administrators.

The Human Resources Associate is responsible for the day-to-day coordination of Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) processes, exercising independent judgment within established policies and procedures. The position works closely with the Director of Human Resources on complex, sensitive, or policy-related matters and requires a high level of accuracy, professionalism, discretion, confidentiality, and customer service.

The Human Resources Associate reports directly to the Director of Human Resources. Each Agency employee is expected to further the mission of the Agency by serving on committees, working on projects, joining leadership groups, and participating in other activities as determined by the Agency and their supervisor.

II. Responsibilities

- Coordinates recruitment activities, including job postings, applicant communication, interview scheduling, and hiring documentation.
- Assists administrators throughout the hiring process and supports consistent hiring practices and a positive candidate experience.
- Coordinates pre-employment requirements, including background checks, employment eligibility verification, licensure documentation, and other required records.
- Coordinates employee onboarding and assists with new employee orientation.
- Processes employee changes and maintains accurate personnel information within HR systems and employee files.
- Coordinates FMLA and other applicable leave processes, including employee communication, required notices and documentation, certification tracking, leave designation, and return-to-work documentation.
- Coordinates ADA workplace accommodation processes, including receiving requests, communicating with employees and supervisors, obtaining appropriate documentation, tracking requests, and supporting the interactive process in consultation with the Director of Human Resources.
- Maintains accurate and confidential records related to employee leaves and workplace accommodations.
- Provides employees and supervisors with information regarding HR procedures, leave processes, employment records, and other routine HR matters.
- Maintains HR databases, records, reports, and required documentation.

- Coordinates employment verification, licensure tracking, mandatory training records, and other compliance-related activities.
- Supports compensation and personnel processes, including salary placement documentation, employee changes, and preparation of personnel information.
- Assists with the development, implementation, and communication of HR procedures and processes.
- Responds to routine employee and supervisor questions and refers complex, sensitive, or employee-relations matters to the Director of Human Resources.
- Provides administrative and documentation support for employee relations matters as directed by the Director of Human Resources.
- Identifies opportunities to improve HR processes, systems, communication, and employee service.
- Maintains appropriate confidentiality of all matters.
- Performs other duties as assigned.

III. Qualifications

Education and Experience:

Bachelor's degree in Human Resources, Business Administration, Organizational Leadership, or a related field preferred.

Required Skills and Abilities:

- Strong verbal and written communication skills.
- Strong interpersonal skills and ability to provide responsive, professional service to employees, applicants, and administrators.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities, meet deadlines, and follow through on responsibilities.
- Strong problem-solving skills and ability to recognize when matters should be elevated to the Director of Human Resources.
- Ability to act with integrity, professionalism, discretion, and confidentiality.
- Working knowledge of employment-related laws and regulations, including FMLA and ADA, or the ability to develop such knowledge.
- Ability to coordinate employee leave and workplace accommodation processes accurately, consistently, and confidentially.
- Ability to interpret and apply established policies, procedures, and guidelines.
- Proficient with Google Workspace and the ability to quickly learn and effectively use Agency databases and systems.

IV. Special Requirement Summary

Physical Demand: Light

V. Physical Requirements

The position requires occasional standing, walking, bending/stooping, reaching, climbing, and driving; frequent sitting and manual dexterity tasks.

VI. Reports to

Director of Human Resources

VII. Working Conditions

Environment: Primarily inside; heated and air-conditioned office environment.

Hazards: Stairs.