

We're Hiring: HR Generalist

Hiring Range:
\$57,361 - \$65,965

**Application
Deadline:**

Position will remain
opened until filled

How to Apply:

Submit resume to
recruiting@ridetherapid.org
OR apply online at
ridetherapid.org/jobs

For a full list of essential functions, knowledge, skills and abilities, please go to ridetherapid.org

The Rapid is an EEO Employer:
Women and Minorities
Encouraged to Apply



Position Summary:

Share in the coordinating and administering of all benefit plans for both union and non-union employees. Maintain accuracy of Human Resource Information System (HRIS) records regarding payroll activities (timekeeping, deductions, garnishments, vacation/sick time, etc.) Generate and carry out policy and reporting as requested / assigned in numerous human resource activities.

Essential Functions:

(Full list of essential functions on ridetherapid.org)

- Research employee benefit programs, plan designs, costs, health, wellness and recommend changes or modifications to existing plans and policies.
- Ensures company compliance with federal and state laws, including reporting requirements. Lead the work to rectify any identified reporting issues and corrections.
- Administer employee insurance, pension and savings plans, working with insurance brokers and plan carriers.
- Coordinates programs such as FMLA, ADA, STD/LTD, Workers' Compensation / Light Duty Assignments etc. while monitoring employees participating in such programs.
- Perform data and cost analyses that may be used in areas such as support of collective bargaining agreements, review of benefit programs/adjustments, etc.
- Collaborate with department managers in the recruiting, interviewing and selection process for open positions. This includes all pre-screening processes such as Background checks, preemployment drug screens, VOE's, etc.
- Serve as employer representative in such matters as unemployment claims hearings, bargaining unit arbitrations, workers' compensation issues, etc.
- Build and maintain effective relationships with external contacts for community-based recruiting and networking events.
- Assist in preparing and maintaining employment records and employee handbooks.
- Track HRIS activity regarding time & attendance, vacation/paid time off, etc. Report violations and/or concerns to the appropriate employee or leadership.
- Other duties as assigned.

Skills & Abilities:

Education: Bachelor's Degree (four-year college or university). Two to four years of related experience. Professional Human Resource certification preferred.

Computer Skills: Microsoft office suite and HRIS experience required.