POSITION DESCRIPTION – HUMAN RESOURCES GENERALIST II

DEPARTMENT: Office of Human Resources

CLASSIFICATION: FULL-TIME

SHIFT: Monday-Friday, 8:30am-4:30pm, Additional hours as requested and/or needed

FUNCTION: Under minimal supervision, the Human Resources (HR) Generalist II is responsible for comprehensive HR services with a strong emphasis on benefits, leave administration, compliance, and HR systems support while also assisting with other HR functions such as employee relations, training and development, compensation analysis, etc. Working closely with faculty, staff, and administrators, this role oversees key processes such as benefits planning, annual open enrollment, FMLA and leave management, and monthly invoice reconciliation. The ideal candidate will bring strong analytical skills, exceptional customer service, and a working knowledge of HRIS platforms.

REPORTS TO: Executive Director of Human Resources/Chief Human Resources Officer

MAJOR DUTIES/RESPONSIBILITIES (may include but are not limited to):

Benefits Administration
- Coordinate the day-to-day administration of employee benefit programs, including health, dental, vision, life insurance, short and long-term disability, retirement plans, and supplemental benefits.
- Serve as the primary point of contact for employee benefit inquiries, assisting faculty and staff in understanding eligibility, plan options, and enrollment procedures.
- Partner with benefits vendors and brokers to ensure accuracy, resolve issues, and support a positive employee experience.

Open Enrollment & Benefit Planning
    Manage the annual open enrollment process, including planning, system preparation, documentation updates, employee communication, and troubleshooting.
- Assist with short- and long-term benefits planning, evaluating program effectiveness and identifying opportunities for improvements or cost savings.
- Coordinate employee information sessions related to benefits options and changes.

Leave Management (FMLA & Other Leaves)
- Manage and track FMLA, ADA accommodations, and other university leave programs, ensuring compliance with federal and state regulations.

- Coordinate leave documentation, approvals, and communication with employees and supervisors.
- Maintain accurate leave records and provide reminders, follow-up notices, and return-to-work coordination.

Benefit Billing & Data Accuracy
- Process and reconcile monthly benefit invoices, ensuring accurate charges and timely payments.
- Conduct regular audits of benefit enrollments, payroll deductions, and eligibility to maintain data integrity across HR and payroll systems.

Payroll Responsibilities
- Process faculty appointments, extra-earnings requests, overload assignments, and benefit adjustments.
- Review and audit bi-weekly and semi-monthly payrolls to ensure accuracy and compliance.

General HR Support
- Assist in other HR functional areas, including, recruitment, employee relations, compliance, and training initiatives.
- Participate in policy updates, HR projects, and process improvement efforts to enhance HR operations.
- Maintain strict confidentiality and uphold the highest standards of professionalism.
- Other duties as assigned

QUALIFICATIONS/EXPERIENCE:

- Working knowledge of human resources practices and processes
- Knowledge of worker's compensation, FMLA, FLSA, and ADA compliance requirements
- Ability to maintain strict confidentiality and exhibit a high level of professionalism
- Excellent written, interpersonal, and customer service skills
- Flexibility to respond quickly to changing job demands and prioritizing multiple responsibilities
- Ability to problem solve and critically analyze complex issues
- Detail-oriented, accurate, organized, able to meet tight deadlines

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in Human Resources or similar field.
- Minimum 3-5 years of relevant HR experience with demonstrated progressive HR experience with a strong background in employee relations, HR operations, and compliance.

Additional Information:
Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide a written authorization for a background check will nullify the offer of employment.

Application Instructions:
Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The email's subject line should read "Human Resources Generalist II." The process will continue until the position is filled.