



https://evergreen.partners/?post_type=jobs&p=8171

Human Resources Generalist

Position Overview

The Human Resource Generalist is passionate about the employee experience and is the functional owner of Evergreen's human resources administration tasks. He/She/they are a key team member in the HR department and serve as subject matter expert in benefits administration, assisting with general HR-related questions, and HR compliance requirements. This team member also helps to provide input, evaluate, implement, and refine Evergreen's total rewards programs.

The person in this role actively contributes to our culture of belonging, where everyone feels welcome and supported. In addition, this person embraces Evergreen's goal of being the "Best Place to Work" through building relationships, working collaboratively, and embodying our company's values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).

The role reports to the VP of HR Operations and work can be done either in-person in our Middleton, WI office, fully remote, or hybrid.

Essential Functions

HR Support

- Provide positive customer support for HR-related questions and requests.
- Maintain complete electronic employee personnel files, records, and other documentation for employees, including processing forms for employment status changes and maintaining timely and accurate files. Processes pre-employment paperwork and onboarding new employees into the HRIS.
- Maintain knowledge and understanding of laws and regulations related to EEO, affirmative action, and diversity initiatives
- Coordinate and manage recordkeeping of hiring, terminations, leaves, transfers, and promotions.
- Serve as the HRIS Subject Matter Expert (SME), provide guidance and support on HRIS-related matters including optimizing functionality, streamlining processes, and data accuracy and integrity.
- Prepares statistical summaries and reports from the HRIS, performance management, demographic data, and other employee data, requiring knowledge of the various Human Resources disciplines.
- Assists in maintaining data integrity in systems by running queries, analyzing data, and reviewing source documents for accuracy and completion of data input.
- Generates files/reports such as the EEO1/Vets 100, annual non-discrimination testing for benefits plans, annual reports, and other special and ad hoc reports, as requested.
- Collaborate with the Finance, HR, and Consultant Operations teams to plan, conduct, produce, and assess accurate internal and external quarterly and year-end reports and audits.

Benefits Administration

- Collaborate with the leaders of HR Operations and Finance to administer all

Hiring organization

Evergreen Healthcare Partners

Job Location

6720 Frank Lloyd Wright Ave, Suite
200, 53562, Middleton, WI, USA
Remote work possible

employee benefit programs (enrollments, COBRA, terminations, beneficiary/address changes, disability, leaves of absence); complete compliance testing; fulfill governmental regulatory mandates, including compliance reports; and required filings

- Reconcile monthly and year-to-date benefit deductions and statements
- Assist with internal and external audits of payroll, benefits, or other HR programs, and assist with corrective action
- Process and administer all leave-of-absence requests and disability paperwork: medical, personal, disability, and FMLA
- Collaborate with Payroll Specialist to ensure that benefit premium deductions are accurate, especially for new hires, rehires, Evergreen's bench program and employees returning from a leave of absence

General

- Uphold Evergreen's mission (Create authentic partnerships that improve healthcare) and values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).
- Cultivate meaningful relationships across Evergreen and with external partners.
- Embrace radical candor by developing relationships across Evergreen and providing direct feedback and recognition at all levels.
- Communicate in meetings, one-on-ones, and daily interactions with clarity, purpose, and respect for the individuals involved in the discussion.
- Participate in or lead cross-functional projects.
- Coordinate and support company-wide programs and special projects.
- Serve as subject matter expert for your team and role.
- Support colleagues and Evergreen's growth by participating in hiring, onboarding, ongoing training, and other duties as assigned.
- Participate in the development, documentation, and improvement of processes, procedures, and policies, in alignment with Evergreen's mission and values.
- Assist and back up other colleagues when necessary.
- Embrace change as Evergreen scales systems and processes.
- Attend Evergreen's in-person annual retreat one time per year.

Qualifications

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- A minimum of three years of related human resources experience
- Prior experience with benefits administration.
- Intermediate knowledge and experience using Microsoft 365 products: Word, Excel, PowerPoint, Teams, and Outlook, along with experience using and HRIS system (Paylocity experience is preferred) and other relevant software applications
- Excellent interpersonal skills with the ability to manage sensitive and confidential information with professionalism and diplomacy.
- Ability to establish and maintain effective working relationships with diverse groups of team members, managers, and vendors.
- Demonstrated commitment to put forth consistent effort and successfully complete assigned tasks in a timely manner without sacrificing quality.
- High attention to detail, including strong time management, analytical, organizational, and active listening skills.
- Ability to contribute to a positive working environment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive

listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Salary Range

\$ 46,000 - \$ 77,000, depending on experience, in addition to a comprehensive benefits package.

Work Hours + Travel Requirements

Evergreen's core working hours are 9am – 5pm Central Time, and most of our internal meetings take place during this window. Flexible schedule available in consultation with management. If remote, travel might include annual visit to Evergreen's headquarters in Middleton, Wisconsin.

Physical Demands

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at a time.

Work Authorization Requirements

Evergreen is interested in every qualified candidate who is eligible to work in the United States. However, we are currently unable to sponsor work visas. At this time, candidates must reside in the U.S. to be eligible to work at Evergreen Healthcare Partners.