



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES GENERALIST

GENERAL STATEMENT OF JOB

It is the intent of the President and CEO of the Housing Authority of the City of Asheville (HACA) to create a modern and innovative organizational infrastructure. Creating a great working environment begins with reinforcing a people centered workforce culture. Highly skilled and certified human resources personnel play an integral role in establishing and reinforcing a positive culture. HACA is seeking an experienced and certified human resource professional to help build the Authority's culture.

The HR Generalist is responsible for hiring, interviewing staff, administering pay, benefits management, leave, training, annual goal setting and performance evaluations and the reinforcement of the policies and protocols contained in the Employee Handbook. The HR Generalist also manages Talent Planning, New hire and Onboarding, Diversity Equity and Inclusion, Employee Engagement, Training, Succession Planning, Rewards and Recognition, Culture Transformations, Human Resource (HR) Operations, HR Systems, and HR Analytics.

All of the work conducted by the HR Generalist is confidential in nature and requires advanced communication, managerial skills, and certification and continued education in the area of State and/or Federal Employment Laws and Regulations. This position will also liaise with the Special Assistant to the President and CEO to communicate information and prepare special reports and receive approval for programs and initiatives. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Employee must exercise independent judgment and initiative in completing assignments. Employee must also exercise tact and courtesy in dealing with Board members, outside agencies and the general public. Reports to the CEO or her designee. (This is a non-exempt position under FLSA)

To apply, please send a cover letter and resume via email to mpierre@haca.org, via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications may be obtained on the HACA website at www.haca.org, or by contact Ms. LaFredia Morris at (828) 258-1222 for an application. Applications will be accepted until this position is filled, and applications received may be used to fill more than one position according to skill and experience. The Housing Authority is an equal opportunity employer.

SPECIFIC DUTIES AND RESPONSIBILITIES

Human Resources Management

- Responsible for the daily operations of the Human Resources Department as the sole HR professional.
- Administers human resources policies, procedures, and programs.
- Serves as liaison between employees, insurance companies and health care providers.
- Provides Housing Authority employees with a wide variety of information regarding insurance, retirement, and other fringe benefits programs.
- Manages fringe benefits packages and enrolls employees in benefits programs.
- Maintains all employee personnel and medical files; conducts new employee orientation.
- Processes all Workers' Compensation and property claims and correspond with insurance company and management to follow up on outstanding claims.
- Facilitates trainings and staff development programs.
- Responsible for professional relations with all staff, residents, other organizations and the community at large.
- Assists the Chief Executive Officer in management activities; performs responsible public relations duties through contacts and association with visitors, federal and local officials, and the general public.
- Arranges Board of Commissioners' meetings, prepares agenda, gathers and compiles data and contacts participants.
- Acts as a liaison between CEO and department staff, and serves as lead worker for department clerical staff, ensuring adherence to established policies, procedures and standards; assists and advises clerical staff, as necessary, resolving problems as non-routine situations arise.
- Establishes and maintains a variety of files for various records and correspondence; sorts and distributes incoming mail; answers letters and general correspondence; and screens calls, mail and visitors, and delegates related responsibilities.

ADDITIONAL JOB FUNCTIONS

Performs other related work as assigned by supervisory personnel. The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements

MINIMUM TRAINING AND EXPERIENCE

- Bachelor of Science Degree in Human Resource Management, or another related field
- 5 years of progressively responsible experience in Human Resources;
- Advanced Certifications in HR Management;
- Typing Requirement: 80 wpm.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be able to operate a variety of office machinery and equipment including typewriters, computers, facsimile machines, calculators, printers, etc. Must be able to move objects of up to 10 pounds occasionally, and/or up to 5 pounds frequently, and/or a negligible amount constantly. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires movement of objects of greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light work.

Interpersonal Communication: Requires the ability to communicate to people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, forms, requisitions, documents, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate with poise, control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of modern office practices and procedures
- Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary
- General knowledge of Authority and departmental rules, regulations, policies and procedures, and the ability to interpret them
- Skilled in organizing workflow and coordinating activities
- Skilled in the operation of common office machines, including computer-driven word processing, spreadsheet and file maintenance programs

HR Generalist

- Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions
- Ability to research program documents and narrative materials and to compile reports from information gathered.
- Ability to make routine administrative decisions independently in accordance with laws, regulations, and Authority policies and procedures, and to solve problems and answer questions
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments