

JOB TITLE: Human Resources Generalist (Employee Relations)

LOCATION: Geisinger CenterPoint

DEPARTMENT: Human Resources

WORK SCHEDULE: Days

WORK TYPE: Full Time (1.0 FTE)

JOB SUMMARY:

Serves as a liaison and partner with assigned departments providing Human Resources/ Relationship Management expertise to operations.

Reports to the Director, Relationship Management and the assigned department/division AVP or VP.

Serves as the subject matter expert in employee relations and employment issues. Partners with other areas of HR on issues relating to Organizational Development, Compensation, Benefits and Talent Management.

COMPETENCIES AND SKILLS:

Strong analytical and problem solving skills with the ability to organize and analyze data, understand trends and develop recommendations for action

Effective oral and written communication skills, excellent interpersonal skills, conflict resolution skills.

Public speaking, facilitation and presentation skills required to conduct training and presentations to groups of various organizational level and size

Proficient in Word and Excel.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree and three (3) years of Human Resources experience. Employee Relations experience preferred.

OR

Master's degree in Human Resource Management or similar field and two (2) years of HR experience. Employee Relations experience preferred.

Professional Certification preferred

Annual (July to June) completion of 10 continuing education hours.

*****Qualifications for an Associate HR Generalist will be considered if suitable candidate is not found at the HR Generalist level. Salary would commensurate with experience*****

Education/Experience for Associate HR Generalist are as follows:

Bachelor's Degree in Human Resources or related field required;

One (1) year experience in functional areas of HR preferred. Employee Relations preferred.

Annual (July to June) completion of 10 continuing education hours

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is typically performed in an office environment. Must be able to independently travel throughout the health system.

Apply at <https://www.geisinger.org/careers> - Job ID # 64069

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.