



**Compensation Use Only:**  
 Exempt    Non-Exempt  
Approval Date: February 2024

**Position Title:** Human Resources Generalist  
**Location:** Remote

**Department:** General & Administrative

To apply [click here](#)  
Or email: [HRManagementSupport@accuityhealthcare.com](mailto:HRManagementSupport@accuityhealthcare.com)

**I. POSITION SUMMARY:**

The Human Resources Generalist is responsible for a wide variety of HR tasks, including but not limited to; employee relations support, policy creation and implementation, HR data systems maintenance, reporting, and employment law compliance. This role will be responsible for working with assigned Leadership to identify improvements and actions in support of attracting and retaining employees.

**II. PRIMARY JOB RESPONSIBILITIES:**

- Provide support to assigned business leaders to promptly investigate employee relations issues, complaints, or concerns and provide recommendations to HR Leadership on next steps
- Proactively work with assigned leaders to identify areas for improvement, reduce or maintain attrition levels, improve teamwork and working relationships and encourage employee engagement
- Understands and effectively communicates with employees and Leaders on the Accuity Handbook, policies, and HR related SOP's, and works with HR Leaders to create and maintain said documents
- Works with HR Leadership to identify, create and implement training or other programs in support of Leadership development
- Maintain compliance and documentation as it pertains to worker's compensation, leave management, state mandated regulations, etc.
- Consistently ensure data accuracy in the HR systems including signatures for compliance on documents such as job descriptions, policies, employee handbook, etc.
- Create and maintain reports for compliance and analytic purposes and assist managers in obtaining reports from the HR system as needed
- Provide recommendations on workflow and process efficiency, develop, and implement with direction from the HR Leadership
- Work with the HR team to resolve and answer incoming questions from employees, including but not limited to benefits, PTO, policies, leave, etc.
- Conducts orientation and supports new hire onboarding with a focus on the employee experience
- Ensure full confidentiality and care with sensitive information
- Performs miscellaneous job-related duties as assigned

**III. POSITION QUALIFICATIONS:**

Education:

- Bachelor's degree in business and/or Human Resources is preferred
- HR Certification preferred (PHR, SPHR, SHRM-CP, SHRM-SCP, etc.)

Experience:

- Minimum 4 years of HR Generalist experience required
- Experience in a fast paced, high-growth environment

Knowledge, Skills, and Abilities:

- Excellent interpersonal and communication skills (verbal and written)

- Attentive listening skills, sharp memory, strong organizational skills, and proactive execution
- Excellent oral and written communication
- Detail oriented with strong follow up skills
- Ability to work accurately, efficiently, and manage multiple tasks at once
- Proven ability to use a PC in a Windows environment, including MS Word, MS Excel, MS PPT, etc.
- Independent, focused individual able to work remotely or on-site

**IV. PHYSICAL REQUIREMENTS:**

*The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.*

Unless otherwise indicated, Accuity Delivery Systems positions require interaction with people and technology while either sitting or standing. Employees must be able to communicate via phone, email, etc. and sit for extended periods of time, with or without reasonable accommodations. Physical effort and exposure to physical risk are limited to that of an office role / environment.

This position includes <2% travel

Additional physical requirements include:

**V. SCOPE OF POSITION:**

Supervision Received:

Direct manager

Supervision Exercised:

None

**VI. WORKING RELATIONSHIPS:**

Internal:

Management and employees at all locations and levels

External:

Current and prospective clients, vendors, and other external contacts as needed

**Note:** While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from a job and to assign other duties as necessary and at any time. All positions at Accuity Delivery Systems, LLC, are at-will employment, and a position description is not a guarantee of a job or of job responsibilities.