



Human Resources Generalist Job Announcement

Background:

Housing Development Alliance, Inc, is a well-established nonprofit housing provider serving southeast Kentucky. HDA operates an affordable homeownership program, a home repair program, develops and manages rental units, and operates an on-the-job training program for people in recovery. In response to the July 2022 floods, HDA is striving to double our production to meet the pre-existing affordable housing crisis as well as flood-related housing needs.

Position Summary:

This Human Resources Generalist will be responsible for the Human Resource functions for HDA including both administrative and strategic duties and responsibilities. The HR Generalist will work closely with department heads to support the daily HR operations in each department within HDA. This is a new position, so the HR Generalist will be creating new systems as well as refining current processes. Duties and responsibilities include staffing, recruiting, and hiring; staff training and development; maintaining employment records; benefits administration; employee relations; payroll; performance management; and processing staff travel plans and reimbursements. The HR Generalist will act as a support system for management in making employee-related decisions and will work closely with the financial department. This position requires a highly motivated and resourceful individual with strong emotional intelligence and people skills, self-motivation, and strong analytical skills.

Responsibilities:

1. Assisting in recruiting, hiring, onboarding, and benefits management for employees.
2. Processing bi-weekly payroll and handling payroll taxes at the local, state, and federal levels.
3. Maintaining and updating personnel files.
4. Implementing a standardized process for annual staff reviews and other performance management opportunities.
5. Handling employee concerns, leading all investigations pertaining to employees and workplace-related matters and assisting with any disciplinary actions that are necessary.
6. Creating and implementing a standardized process for timecard submission that tracks vacation, sick, and personal time for all employees.



7. Coordinating with management to ensure an orderly and appropriate termination process when necessary.
8. Reviewing employee reimbursements and booking all HDA-related travel for employees including hotels, rental cars, and flights.
9. Working with management team to create a professional development program and a long-term staffing plan.
10. Other duties as assigned.

Requirements:

The ideal candidate will have at least a 4-year college degree in a related field and at least 5 years of related work experience. HDA will consider candidates who do not meet these requirements if they can demonstrate significant work experience and/or the skills/competencies needed for the position.

Compensation: The anticipated salary range is \$55,000 to \$60,000.

How to apply:

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, citizenship, disability, military leave or veteran status, genetic information, or any status protected by applicable federal, state, and local law.

Interested applicants should submit a resume, cover letter and three references to Scott McReynolds at scott@hdahome.org and Megan Cornett at megan@hdahome.org