



Position Title: HR Generalist
Department: MWG Employer Services
Classification: Non-Exempt

Effective Date: May 2017
Reports to: Agency Manager

General Purpose

The primary purpose of the HR Generalist position is to provide HR and Payroll support to clients that have contractual agreements and to Agency HR Consultant or Agency Agents. Functional activities direct by Agency Manager and HR Consultant include: development and implementation of client's HR policies, procedures and systems, payroll system implementation and administration, assist and educate client with compliance with State and Federal Labor Laws.

- Manages and performs administrative work related to HR policies and procedures.
- Conducts client HR Assessments and assists HR Consultant with developing a project plan to address client's needs.
- Assists and supports clients with organizational policies/procedures; prepares reports; project work such as revisions or development of job description and employee handbook.
- Conducts audits of client's employee files for compliance, I-9 audits, etc.
- Research HR/Payroll compliance, best recruitment practices, compensation analysis, etc...
- Assists HR Consultant with the development of training programs and presentations for clients.
- Assists and supports clients with implementation of Payroll, HRIS or benefit administrations systems.
- Supports clients with Payroll processing, development of special payroll reports, entering benefit deductions or correcting payroll issues/errors.
- Advocates and assists clients on compliance with State and Federal statutory requirements including the Fair Labor Standards Act, Title VII of the Civil Rights Act, Affirmative Action Plans, Age Discrimination in Employment Act, Americans with Disabilities Act, Family and Medical Leave Act, Unemployment and Workers' Compensation, HIPAA, and other State/Federal employment laws.
- Will be required to travel to prospect and client locations using personal transportation.
- May be required to obtain associated professional designations and continuing education.
- Other duties as assigned.



QUALIFICATIONS

- Bachelor's Degree in Business, Science, Human Resources Management, or a related field; or a minimum of two years of practical experience in Human Resources and Payroll Administration.
- Working knowledge of Human Resource terminology, procedures, practices, etc....
- Working knowledge of payroll, HRIS and benefit administration systems.
- Excellent written and oral communication skills, project management skills, analytical skills, and organizing skills.
- Working knowledge of wage and hour regulations, safety issues, workers' compensation issues, and labor law issues, and benefits administration.
- Understanding of principles of performance management and effective supervision.
- Must have the ability to read, write and work at a level necessary to accomplish the job.
- Must have the ability to efficiently use the Microsoft Office Suite.
- Must be able to relate positively, favorably, and cooperatively with others, including other employees and personnel of outside agencies and organizations.
- Experience with researching projects, regulations, procedures, etc....
- Must be able to successfully pass a drug screening and criminal background investigation.
- Must be able to perform the essential job functions with or without reasonable accommodations.
- Must have a valid driver's license and functional mode of transportation.

EOE

Apply at <http://morganwhite.com/careers> or send resumes to human.resources@morganwhite.com
Or fax to 601-709-2876.