

# HR Generalist

## **Job Summary/Role:**

The Human Resource Generalist will plan, lead, direct, develop, and coordinate the policies and activities of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy. This role is critical for the overall success of the organization by supporting the valued individuals who work for PBT. Ensuring a positive work culture and adherence to PBT values is a strategic priority.

## **Supervisory Responsibilities:**

- Recruits, interviews, hires, and oversee onboarding and training for administrators and related staff.
- Oversees the daily workflow of the department.
- Assists managers with conducting and delivering constructive and timely performance evaluations.
- Leads the organization to embody a positive work culture and values-based behaviors through recognition, rewards, training, and feedback programming.
- Handles discipline and termination of employees in accordance with company policies.

## **Duties/Responsibilities:**

- Collaborates with senior leadership to understand the organizations goals and strategies related to staffing, recruiting, and retention.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, leave, and workers compensation; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety.
- Evaluates the effectiveness of the organizations training programs and recommends areas of improvement or develops new training programs to meet those needs. This may include safety training, harassment prevention training, leadership development training, compliance training and other professional development.
- Recruits, interviews, and facilitates the hiring and onboarding of qualified job applicants for open positions; collaborates with department directors to understand the skills and competencies required for openings.
- Conducts or acquires background checks and employment eligibility verifications.
- Implement new hire orientation sessions and employee recognition programs.
- Creates, further develops, and organizes all employment documentation including, but not limited to employee resource manual, personnel files, Form I-9, performance appraisals, offer letters, etc.
- Actively participates in all union negotiations and advises senior leadership regarding compliance with collective bargaining agreements.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Performs other duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills, and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

**Education and Experience:**

- Bachelors degree in Human Resources, Business Administration, or related field required.
- At least 3 years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP a plus.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at a time.
- Willingness to work evenings and weekends commensurate with organization needs.

**To apply, submit cover letter and resume to Shelly Swartz, Accountant/HR Manager at [sswartz@pittsburghballet.org](mailto:sswartz@pittsburghballet.org). No phone calls please.**