



DEPARTMENT: Human Resources
POSITION: Senior Human Resources Generalist

POSITION SUMMARY

The Senior Human Resources Generalist will perform both administrative and strategic hiring duties, onboarding, medical benefits and training development. The Senior Human Resources Generalist will work with the Director of Human Resources to help guide the human resources initiatives and strategies.

ESSENTIAL FUNCTIONS

- Recruit and interview potential applicants on experience, skills, and education
- Update job requirements when needed
- Experience using HRIS systems or ADP/HRB
- Analyze staffing logistics and organize documentation
- Contact applicant references and perform background checks required by company
- Work with the HR Director on human resources initiatives and strategies
- Work with the Finance and Legal departments on human resources projects
- Organize and manage new employee orientation, onboarding, and training programs
- Explain and provide information on employee benefits, programs and education; May also advise on benefit needs or evaluate benefit contract bids
- Track EEOC and applicant flow information
- Monitor FMLA and other leaves
- Track workers compensation information and members of the Safety Committee
- Cover all legal compliance for human resource federal and state requirements
- Maintain employee records and paperwork
- Represent employer in community and recruiting events
- Answer employee questions and address employee concerns with company, including employee safety, welfare, wellness and health
- Manage committees on wellness, training, health and safety, culture, and communications as needed
- Keep track of training and development
- Perform other duties as may be required

QUALIFICATIONS

- HR applicants require a bachelor's degree in human resources, business, or a related field, or extensive prior experience in human resources
- Three to five plus years of experience in human resources positions
- Experience in HR federal and state laws
- Possess superb written and spoken communication skills
- Excellent interpersonal relationship building and employee coaching skills
- Excellent computer skills, knowledge of Human Resources Information Systems (HRIS), Excel and demonstrated skills in database management and record keeping
- Organized and efficient in daily tasks
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- General knowledge of employment laws and best practices
- **City residency is a condition of employment.**

SALARY RANGE: \$55,000-\$60,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume, a writing sample and letter of interest to:

Columbus C. Brooks, GCDF
Director of Human Resources
Urban Redevelopment Authority of Pittsburgh
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