

# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE | Suite 345 | Blaine, MN 55434  
Phone: 763-783-4747 | Fax: 763-783-4700  
Website: [www.accap.org](http://www.accap.org)



## JOB DESCRIPTION

**Position Title: Human Resources Generalist**

**FLSA: Non-Exempt**

**Class Title: Program Coordinator II**

**Range: 4**

**Reports to: Human Resource Director**

### Position Requirements:

**Education and Experience:** Associates degree (A.A.) or equivalent from two (2) year college or technical school; six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience.

**Licenses Required:** None.

**Certifications Required:** None.

**Background Investigation Required:** None.

**Knowledge:** Knowledge of Community Action Agencies and programs they operate, knowledge of practices and procedures of human resource administration, generally accepted business English usage and general office procedures and practices, record keeping and filing, and Microsoft Office.

**Abilities:** Ability to follow oral and written instructions, work with confidential information, take the lead on projects, make decisions and meet deadlines. Must be able to multi-task. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively before groups of customers or employees of the organization. Ability to deal with problems involving several concrete variables in standardized situations.

**Skills:** Skills in dealing effectively with other employees and the public, inter-personal skills, communication and listening skills, writing, language, and organizational skills. Data entry and analyzation and type a minimum of 45 WPM. Operate a wide variety of office equipment including computers, printers, and copying equipment. Computer skills sufficient to develop spreadsheets.

### Duties and Responsibilities:

Serve as the backup for the front desk. Record keeping (Personnel, Medical, Benefits, and Insurance), filing, phones, correspondence, new employee orientation scheduling and setup. Assist in KPAY software (Payroll/HR software) with entering data, creating reports, workflows and assisting with problem solving issues. Work with fiscal department for payroll as needed. Assist HR Director in creating and designing brochures, newsletters, and charts. Employment Verifications. Verify medical, dental, life, disability, HSA and COBRA are accurate with billing and KPAY are correct monthly. Create monthly birthday listing and send out cards. Set up and represent organization at job fairs, keep job board updated, knowledgeable on a variety of computer programs (Excel, Word, Access, PowerPoint, Website and Publisher), duplicate forms, write correspondence, assist in United Way campaign, open enrollment, new employee orientation, Safety Committee, Wellness Committee and HR staff trainings. Must meet deadlines, be punctual, reliable, and assist the HR Director when needed. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients, employees and partnering agencies.

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|---------------|--|------------------|-----------------------|
| Posting Date: | August 23, 2019  | Starting Salary: | \$15.82 - \$17.40 DOQ |
| Closing Date: | Until Filled   | Supervisor:      | K.Sahr                |
| Status:       | Permanent/FT   |                  |                       |
| Benefits:     | Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125 |                  |                       |
| Location:     | Anoka County   |                  |                       |

To receive an employment application, go to [www.accap.org](http://www.accap.org).