JOB DESCRIPTION

JOB TITLE: Human Resources Generalist	**DEPARTMENT:** Human Resources
REPORTS TO: Sr. Manager, Human Resources	**DATE:** January 2025

BASIC PURPOSE OF THIS JOB:
This position will provide administrative support to Human Resources in the areas of recruitment, onboarding, compensation/benefit administration and HRIS administration. Serves as a key member of the HR team, providing excellent service to our internal and external customers/applicants/employees.

REQUIRED QUALIFICATIONS AND SKILLS:
- 3+ years hands-on HR experience.
- Bachelor's degree in human resources, business, or related field and/or equivalent experience;
- Strong organizational skills, attention to detail and excellent follow through;
- Exceptional interpersonal, written and verbal skills;
- Proficiency in Microsoft Office programs;
- Requires appropriately safeguarding confidential information;
- Work at a tactical level to meet department and company objectives, goals and expectations;
- Ability to build positive, collaborative working relationships across the organization;
- Provides excellent customer service excellence and teamwork.

DESIRED QUALIFICATIONS AND SKILLS:
- PHR (Professional in Human Resources) certification or SHRM-CP;
- General understanding of federal and Colorado employment law.

WORKING CONDITIONS:
- Typical business office environment;
- Ability to work independently, manage multiple priorities and meet deadlines.

ESSENTIAL FUNCTION #1:   OBJECTIVE: Administrative Responsibilities
Percent of time: 40%
- Serve on the front line by responding to incoming HR inquiries and answering calls in a timely manner.
- Process monthly invoices and expense reports.
- Keep employee files updated in electronic files, including I-9 binder and all onboarding documents.
- Complete annual EEO-1 report.
- Track HR metrics and run monthly reports for the SVP, HR.
- Compile monthly HR items for the COPIC Pulse.
- Participate on the Copic Community team, organizing events and serving as a role model for our staff.

ESSENTIAL FUNCTION #1:   OBJECTIVE: Recruitment
Percent of time: 30%
- Post all open positions internally and externally as appropriate.
- Work with Sr. Manager, HR to ensure job descriptions are up to date.
- Interview/screen assigned positions and work with Sr. Manager, HR to complete all details of the recruitment process.
- Complete background checks for all applicants.
- Coordinate the employee orientation and on-boarding efforts, including programs like COPIC Up Close! AND COPIC captains.

- Complete all details of terminations and coordinate exit interview paperwork for Sr. Manager, HR.

ESSENTIAL FUNCTION #2:   OBJECTIVE: Compensation / Benefits / Policies
Percent of time: 30%
- Participate in compensation/benefit industry surveys as assigned.
- Administer benefits: enrollment, changes, and insurance terminations; process COBRA information, provide notification and tracking.
- Serve as a liaison between employees and insurance carriers.
- Respond to unemployment claims and file workers compensation claims.
- Prepare all FMLA and other medical leave documentation.
- Adhere to HR policies and practices to ensure clarity, consistency, and compliance with regulatory and legal requirements, company standards, culture, and values.
- Process bi-weekly payroll. Input employee information into the HRIS as requested.

About COPIC
COPIC's mission is to improve medicine in the communities we serve. We strive to be the premier diversified service organization providing professional liability insurance and other needs of the health care community through advocacy, innovation, and the commitment and dedication of our employees.

We offer competitive wages, a comprehensive and highly sought-after benefits package including health, dental, vision, life insurance, long term disability, employee assistance program, 401(k) plan, pension, short term disability, paid time off and holidays, and a great work environment with fun, friendly people who truly enjoy their work. Hiring range for this position is 66,326.15/annually to 82,907.69/annually.