



UNITARIAN UNIVERSALIST
ASSOCIATION OF CONGREGATIONS

Updated: October 26, 2009
Position Title: Human Resources Generalist/Benefits Manager
Staff Group: Administration
Reports To: Director of Human Resources
Location: Boston, Massachusetts (onsite)
Grade: 11, full-time

Basic Purpose: The Human Resources Generalist provides responsive, front-line HR office operations and hands-on support to UUA national staff. Manages employee benefits.

Principal Responsibilities

Benefits and Compensation

1. Manages UUA staff and retiree benefits plans, including health, dental, disability and leaves of absence, workers' compensation and OSHA, retirement, parking, COBRA, flexible benefits plans, etc.; conducts open enrollments and training for staff.
2. Coordinates with Office of Church Staff Finances on UUA benefits plans; attends Compensation, Benefits and Pension Committee and Employee Benefits Trust meetings.
3. Maintains and updates benefits and other relevant sections of *Employee Manual*.
4. Provides compensation and benefits costs and estimates to Director of HR and Staff Group Directors for annual budgets and projection/variance reports.
5. Assists with annual salary administration process; provide staff salary and benefits costs updates to Finance and Staff Group Directors; creates and distributes annual compensation and benefits statements.

Recruiting and Staffing

1. Compiles job descriptions and posts openings.
2. Coordinates with supervisors and employment agencies to obtain temporary employees.
3. Maintains applicant tracking system (ATS); responds to all job seekers upon initial contact with the UUA; forwards appropriate candidates to hiring managers for further interviews.
4. Conducts background checks and reference checks for job candidates; administers pre-hire testing and assessments.
5. Provides confirmation of hire/offer letters to new staff in advance of start; sets up new employee personnel file; coordinates with Staff Groups to ensure that orientation paperwork and onboarding is successful, including start date and time, space setup, meetings and other introductions, first day lunch, etc.
6. Conducts exit interviews with terminating employees, and coordinates with exiting employee and supervisor on termination procedures.

Performance Management and Employee Relations

1. Distributes and compiles new hire, transferred-employee, and annual performance review forms and other materials.
2. Identifies ongoing performance, employee relations or other sensitive issues, meets with staff and managers to understand issues and to facilitate conflict resolution, and advances issues to Director of HR if necessary.
3. Organizes EAP seminars and other employee-centered events (flu shot clinics, etc.).

Additional Duties

1. Maintains personnel and other HR files.
2. Coordinates with Payroll/General Ledger Accountant to process the semi-monthly payroll. Serves as backup to Payroll/General Ledger Accountant for payroll processing.
3. Maintains and updates HR and HR-related committee sections of the UUA Intranet and website using the content management system (CMS).
4. Compiles EEO reports as needed for internal and required governmental filings.
5. Processes all invoices, expense reports, and budget reclassifications for HR- and benefits-related programs.
6. Verifies information and processes forms for previous employment, mortgage, and credit requests.
7. Maintains and updates required labor postings and displays.
8. Orders and maintains supplies for the Office of Human Resources.
9. Tracks monthly Administration Staff Group time sheet.
10. Performs additional duties as requested by the Director of Human Resources or, in his/her absence, by the Executive Vice President, or President.

Qualifications: This is an exempt Grade 11 position (\$42,200 – \$53,000). Our ideal candidate has at least three years' experience as a Human Resources Manager, Generalist, Coordinator, or Benefits Specialist in a busy HR office (multi-site, multi-state preferable). Individual must be extremely detail-oriented, flexible, able to multi-task and set priorities, have a strong sense of urgency, follow-through, interpersonal, organizational, verbal and written communications, computer and database skills, and an excellent knowledge of federal and state laws pertaining to benefits and employment. Grounding in diversity and anti-oppression work is a plus. Experience with ADP and ReportSmith highly desirable. Must be highly proficient in MS Outlook and MS Office software (especially Word and Excel). BA/BS in a related field or equivalent education or experience required; PHR and/or CEBS certifications, a plus.

How to Apply: People with disabilities, people of color, Hispanic/Latino/a and/or B/G/L/T/I/Q/Q candidates are encouraged to apply. Send cover letter and résumé—indicating “HR Generalist” in the subject line—via e-mail to careers@uua.org, via fax to (617) 367-3237, or to Human Resources, UUA, 25 Beacon Street, Boston, MA 02108. E-mail submissions preferred.

About the UUA: The Unitarian Universalist Association is an historic, progressive, religious denomination located on Boston's Beacon Hill. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after 1 year), and have a generous paid time-off policies. We are a great place to work and are seeking to increase the diversity of our staff. The UUA is an Equal Opportunity Employer. For more information on the Unitarian Universalist Association, visit us online at UUA.org.