

Junior Generalist - Human Resources

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

POSITION OVERVIEW

The Junior Generalist will perform a variety of administrative and analytical duties of moderate to considerable difficulty. The Junior Generalist will own HRIS setup and maintenance, time and leave accruals, staff file maintenance and compliance reporting, and will assist Director, Human Resources and Organizational Development (DHROD) with implementing development initiatives.

The first year of your tenure, you can expect to be implementing different HRIS capabilities, documenting processes for each area and collaborating with HR team to develop and deliver trainings as needed. The ideal candidate in this role will be comfortable in a fast-paced environment, technologically adept, unafraid to implement new methods for efficiency, exhibit critical thinking and problem-solving skills, and will be enthusiastic about executing staff engagement initiatives.

RESPONSIBILITIES

- Serve as main administrator for ADP Workforce Now – work with DHROD to update and maintain fully functional self-service portal for managers and staff; heavily involved in the implementation of additional HRIS functions
- Support semi-monthly payroll processing by tracking timesheets and maintaining time and leave; maintain accruals for all FPHNYC employees; assist employees with timesheet and leave inquiries
- Assist with recruitment for open positions including reviewing job descriptions, posting to websites, tracking, screening and forwarding resumes to program partners, and creating/maintaining recruitment files
- Set up and maintain confidential, personnel and payroll records and run reports and queries as needed
- Create and maintain new employee orientation and benefits packets and other informational materials
- Serve as backup to HR Generalist for benefits administration and payroll processing
- Ensure all HR related invoices are paid in a timely manner
- Represent FPHNYC at network events, such as career fairs, with reputable educational institutions
- Assist the DHROD in obtaining statistics and information required by the Executive Team, monthly program reports and reports that support the renewal process of insurance policies
- Serve as point person for HR audits
- Responsible for initiating background screenings for new employees and ensure all new hires are cleared to begin employment; handle employment verification requests
- Maintain staff communication portal and provide logins as necessary
- Handle additional tasks as assigned

QUALIFICATIONS

- BA/BS degree in Human Resource Management or related field strongly preferred
- At least 2 years of related work in a Human Resources environment
- Proficient in using Microsoft Office (Excel and Outlook) and other office technologies
- Experience with ADP Workforce Now or other HRIS time and attendance system
- Ability to establish and maintain effective working relationships with internal and external partners
- Strong written, verbal and interpersonal skills; acts with a sense of urgency
- Strong attention to detail, good time-management skills and able to meet deadlines
- Must have a positive demeanor, be a strong team player, very patient, flexible and able to deal with many employee requests in a professional manner

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience.

TO APPLY

Submit resume and cover letter, including how your experience relates to this position and salary requirements, to publichealthjobs@fphnyc.org indicating “**FPHNYC Junior Generalist_ your name**” in subject line.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.