

## **POSITION DESCRIPTION**

Title: Human Resources Generalist  
Category: Exempt  
Reports to: Director, Human Resources  
Location: Kansas City, MO  
Effective: February 2016

### **Introduction**

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://water.org/>

### **Summary**

In this newly created position, the Human Resources Generalist will serve as a critical member of the HR team to ensure Water.org is and remains a stimulating, rewarding and innovative place to work. The HR Generalist will collaborate and integrate service delivery to ensure consistency in philosophies and alignment with business goals. S/he will perform professional level HR related duties in a fast paced environment by working closely with HR team members and organizational leaders in support of a rapidly growing, global workforce. This position will deliver HR expertise in a variety of areas with emphasis on benefits, compensation, leave administration and compliance.

### **Key Responsibilities**

#### *Benefits*

Acts as internal point of contact for all benefits related activities; ; communicates with third-party administrator concerning routine administration of programs

- Support staff with understanding and knowledge of policies; referring to broker when necessary
- Analyzes employee benefits data and make recommendations for plan updates
- Ensures compliance with COBRA guidelines
- Ensures all policies are in compliance with all state and federal laws
- Leads the planning, development, implementation and monitoring of wellness initiatives
- Partners with Finance department on administration of deductions and premium invoicing
- Maintains posting of most recent policies and forms; maintain records and document related policies and procedures

### *Compensation*

Supports a variety of compensation projects including program design, analysis, and implementation for new program locations

- Monitors the effectiveness of existing compensation policies, guidelines and procedures; recommends plan revisions that are consistent with compensation philosophy
- Provides advice to and educates managers on job evaluation, pay decisions, policy and guideline interpretation
- Develops reporting mechanisms for compiling, preparing and presenting data
- Conducts participation in salary surveys to ensure compensation objectives are achieved; ensures changes to compensation practices are documented and communicated to appropriate stakeholders
- Keeps apprised of federal, state and local compensation laws and regulations to ensure compliance

### *Leave Administration*

Responsible for administration of all leave types and related vendor relationships

- Serves as subject matter expert for all leave types including parental leave, short- and long-term disability and workers' compensation
- Interprets and administers leave policies and programs in accordance with applicable federal and state employment laws
- Provides case management and coordinates administration of cases and claims
- Produces and manages reporting metrics for all leave cases and workers' compensation claims as requested
- Assists in the creation and facilitation of leave administration and workers' compensation training

Performs all other duties as assigned or required.

### **Management Responsibility**

- Individual contributor with no subordinates.

### **Scope Data**

- Internal interfaces will include managers and team members from across the organization
- External interfaces are limited, but will include vendor relationship management

### **Skills and Competencies**

- **Customer Focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Nimble Learning** – Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.
- **Drives Results** – Consistently achieving results, even under tough circumstances.

- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Self-development** – Actively seeking new ways to grow and be challenged using other formal and informal development channels.
- **Optimize Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Manages Ambiguity** - Manages ambiguity by operating effectively, even when things are not certain or the way forward is not clear.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Financial Stewardship** - Demonstrates fiscally responsible decision making as applicable to one's role.
- **Decision Quality** – Making good and timely decisions that keep the organization moving forward.
- **Values Differences** – Recognizing the value that different perspectives and cultures bring to an organization.

### **Qualifications**

- Bachelor's degree in Human Resources or related field
- Minimum five years of related generalist or specialist experience
- Specialized knowledge in development and administration of compensation, benefits, and leave programs required
- Strong Microsoft Office Skills required
- PHR, SPHR, SHRM-CP, or SHRM-SCP Certification preferred
- Experience with international HR operations preferred

### **Travel Requirement**

Minimal travel required. Up to 5%.

### **Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

### **Application Information**

Please apply at <http://water.org/about/careers/>. Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

### **PLEASE DO NOT CONTACT US FOR STATUS UPDATES.**

*Water.org is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.*