



Position Title: Generalist, People & Culture
Reports To: Director, People & Culture
Division: Shared Services
Department: People & Culture
Classification: Exempt
Revision Date: April 29, 2019

Position Summary:

Equality Health is an Arizona-based population healthcare company focused on improving care delivery for underserved populations through culturally-sensitive programs that improve access, quality, and patient trust. Our mission is to ensure diverse populations receive quality healthcare that improves and enriches their lives. We have developed our product portfolio around centralized technology, services and network designs intended to organize a better healthcare delivery system for cultures that have struggled with integrating into the traditional one-size-fits-all U.S. healthcare system.

The People & Culture Generalist is responsible for performing various Human Resources (HR)-related activities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment and employment law compliance. The People & Culture Generalist must be able to build relationships and establish credibility with employees from a wide range of departments and levels.

Responsibilities:

- Coordinate and facilitate weekly new hire orientation classes and prepare all necessary materials
- Enter and maintain new hire data, training attendance and other data changes in the HRIS system
- Organize and schedule new employee training classes; audit and schedule annual compliance trainings
- Create and maintain hard-copy employee files
- Respond to and complete employment verification requests
- Initiate and facilitate background and drug screening process
- Manage recruitment activities such as phone interviews, post open positions, schedule and follow-up on interviews
- Maintain compliance for employment notices, labor law posters, etc.
- Coordinate and complete voluntary employee exit interviews
- Coordinate and support wellness events and other departmental projects as needed
- Provide tactical/situational support to the business and line managers on performance management, basic employee relations, policies, and other HR-related topics

Required Knowledge, Education & Experience:

- Bachelor's degree in a related field of study; or, an equivalent combination of education and/or experience
- Minimum three (3) years of experience as an HR Coordinator or Generalist; experience must include responsibility for recruitment and staffing activities
- Proven excellent verbal, written and interpersonal communication skills



- Demonstrated high ethical and integrity standards, discretion, and the ability to handle highly confidential information
- Proficiency with Microsoft Office applications and web-based technologies

Highly Preferred Skills, Abilities & Qualifications:

- Successful record of managing multiple projects with demonstrated ability to work independently in rapidly-changing environments
- Highly collaborative team-work approach to work
- Demonstrated ability to handle highly sensitive and confidential information in compliance with Health Insurance Portability and Accountability Act (HIPAA), and company confidentiality policies and procedures
- Strong problem-solving skills, including the ability to systematically analyze problems, draw relevant conclusions and devise appropriate courses of action
- Previous hands-on experience with Paylocity is a plus
- PHR/SPHR or SHRM-CP/SHRM-SCP certification is a plus