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Homes. People. Partnerships. Good. www.homesforgood.org



Homes for Good cares deeply about the health and safety of our residents, employees and job applicants. As a precautionary measure in response to the current COVID-19 pandemic, Homes for Good will use electronic communication tools such as teleconferencing or video conferencing during our hiring process in lieu of traditional in-person interviews to maximize social distancing.

Homes for Good is seeking an Human Resources Generalist to join our team!

**Human Resources Generalist
Posting # 06.17.2021
Salary - \$55,246.44 - \$74,035.32 per year**

WHO WE ARE

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

OUR HUMAN RESOURCES TEAM

Our Human Resources team is committed to providing the people that make our Agency work with the best possible employee experience. As part of our Shared Services team, our HR department is lead by our HR Director and supported by a part time HR Coordinator. We work in collaboration with every department to support our employees who provide essential services throughout our community.

WHAT YOU WILL DO FOR OUR TEAM

The Human Resources Generalist will be responsible for a wide variety of Human Resources functions that support the department and the employee experience at Homes for Good. This role will provide HR guidance and support to our leaders and staff while supporting the Agency's recruitment & selection process, new employee onboarding, leave administration and benefits enrollment & education.

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Oversees and supports Homes for Good's recruitment & selection process in collaboration with the Human Resources Director and hiring managers, including working with hiring managers to create search plans, creating job announcements, sourcing diverse applicants, working with hiring managers and hiring committees in creating interview questionnaires, schedules interviews, facilitating pre-employment assessments, checking references and keeps accurate recruitment records.
- Actively assists with the development of innovative candidate sourcing, recruitment strategies and outreach programs (job fairs etc.).
- Provides Human Resources related information to the public & employees; explains recruitment process to job applicants and respond to applicant inquiries.
- Supports Diversity, Equity & Inclusion efforts and outreach; sourcing diverse candidates, educates and provides information regarding cultural competency issues; provides assistance to support department strategies.
- Supports the onboarding process in collaboration with hiring managers and Human Resources Director.
- Participates in the administration of the employee benefit programs; assists in the development of communication strategies; provides individual counseling and guidance to employees and retirees on Agency benefit programs; ensure compliance of all phases of benefits eligibility in accordance with applicable laws, regulations, policies and procedures; oversee employee benefits education and tracking.
- Coordinates with payroll department regarding compensation & benefits.
- Assists in response to employee inquiries including research, analysis, interpretation and communication to employees regarding federal, state & local laws, Agency policies, collective bargaining agreement & benefits plan.
- Acts as central leave administrator. Oversees employee leave process & tracking, ensuring compliance with federal & state leave laws, collective bargaining agreement & Agency policy; Coordinates with staff to ensure employees requesting leave receive proper paperwork and that completed paperwork is submitted in a timely manner.
- Provides support during Union contract negotiation.
- Conducts confidential inquiries and investigations into complaints raised by employees, business partners and community members. Maintain thorough notes and documentation for all complaints, inquiries and investigations.
- Provides strategic support and input into the design and improvement of employee programs and services.
- Provides administrative support to the HR Director in the form of recordkeeping, tracking and monitoring; tracks employee training, safety compliance, prepares and maintains documents, forms, files and logs.
- Conducts classification, organization and salary studies; conducts analysis of individual positions, classifications; researches and responds to salary surveys from other agencies.
- Assists in the development and administration of employee learning & development programs.
- Partner with HR Coordinator in processing Worker's Compensation claims and maintaining OSHA compliance.
- Sits on the Agency's Safety Committee and provides administrative support and tracking for safety programs.
- Other duties as assigned.

COVID-19 RELATED CONTEXT

In response to the COVID-19 pandemic and physical distancing restrictions in Lane County, many of our staff are currently working remotely. This position is temporarily eligible for partial remote work. If the selected candidate is unable to work remotely, space will be made available at our administrative office.

We have implemented policies and procedures designed to protect our team members from COVID-19 exposure. Employees are provided and trained on the contents of our COVID-19 Infection Control Plan.

If you are interested in this position and would like to review our COVID-19 Infection Control Plan, feel free to review the plan linked below.

[Homes for Good COVID-19 Infection Control Plan](#)

WHAT WE ARE LOOKING FOR

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@homesforgood.org.

PROFESSIONAL COMPETENCIES

The Society of Human Resources Management (SHRM) has developed the [SHRM Competency Model](#), identifying what it takes to be a successful HR professional. The model defines the competencies & knowledge necessary for effective practice, supports HR professionals in their career & professional development and helps organizations build approaches to identify and cultivate high quality HR leaders and teams.

Below are the professional competencies necessary to be successful in this role.

- HR Expertise: familiarity with the knowledge, principles, practices and functions of effective Human Resources Management.
- Ethical Practice: the ability to integrate core values of integrity & accountability throughout all organizational practices.
- Leadership & Navigation: the ability to direct & contribute to initiatives & processes within the organization.
- Business Acumen: the ability to understand and apply information to contribute to our mission and Strategic Plan.
- Consultation: the ability to provide guidance to organizational stakeholders.
- Critical Evaluation: the ability to interpret information to make business decisions & recommendations.
- Communication: the ability to effectively exchange information with stakeholders.
- Cultural Effectiveness: the ability to value & consider the perspectives and backgrounds of others.
- Relationship management: the ability to manage interactions to provide service & support to the organization.

EXPERIENCE & TRAINING GUIDELINES:

Any combination of experience and training that would provide the knowledge, skills and abilities to perform the job is sufficient. Typical combinations of training and experience would be:

EXPERIENCE:

The successful candidate will likely have two or more years of experience in Human Resources. Experience in recruitment & selection, leave of absence management and workplace investigations is highly desirable. Experience in a Human Resources position in a Union environment is also great, but not required.

EDUCATION:

The successful candidate will likely have a bachelor's degree in Human Resources, Business Administration, Public Administration or related field.

SUBSTITUTION:

Like we said above, we value both education and lived experience. Any combination of experience and education, provided that the knowledge, skills and abilities to perform the work has been demonstrated, may be sufficient to qualify for the role.

LICENSE OR CERTIFICATE:

A SHRM-CP certification is great, but not required.

PERFERRED QUALIFICATIONS

- Experience working in matters related to appropriate classification & compensation.
- Experience applying collective bargaining agreements to recruitment & compensation matters.
- Experience using HRIS or a Talent Management System.
- Current SHRM-CP and/or IPMA-HR certification.
- Experience in the public sector or housing Human Resources.

WHAT'S IN IT FOR YOU?

COMPENSATION:

The pay range for this position \$55,246.44 - \$74,035.32 per year with a generous benefits package which includes paid health, dental and vision insurance for you and your family after one month of employment (no premium for you, even with family coverage), a deductible reimbursement program, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

Homes for Good offers a family friendly environment with flexible scheduling options, generous paid time off (PTO) program starting at 20.67 hours per month and paid family leave.

WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!

PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE

APPLICATION PROCEDURE:

[Click here](#) to complete an online application.

All applicants will be required to take a pre-employment assessment upon submission of application materials. A link to the pre-employment assessment will be included in an application confirmation email. Applicants who fail to take the pre-employment assessment will not be considered to proceed in the hiring process.

The pre-employment assessment is an important step in our hiring process. If you do not receive an email confirmation with a link to the assessment after you submit your application, please check your junk mailbox. If you are unable to locate the confirmation email and assessment link, please email us at hr@homesforgood.org and we will send you the assessment link

The best-qualified applicants may be invited to complete further testing, which may consist of any combination of written, oral, performance exercises and/or skills testing. Responses to supplemental questions are required if applicable.

POSTING DATE: Thursday June 17, 2021

CLOSING DATE: Thursday July 1, 2021 at 5:00pm

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application. If you require a reasonable accommodation, please contact us at hr@homesforgood.org or at (541) 682-2520, and we can work on making our hiring process more accessible for you.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.