

POSITION PROFILE

HUMAN RESOURCES GENERALIST



ORGANIZATIONAL OVERVIEW

ABOUT LERNER

Lerner Publishing Group is one of the nation's largest independently owned children's publishers with more than 6,500 books in print. Based in Minneapolis since its founding in 1959, Lerner creates the highest-quality nonfiction and fiction content for children and young adults in a variety of subjects and formats, including board books, series nonfiction, young adult novels, digital books, databases, and more.

We believe learning never ends. It's a constant process, a result of interacting with the world around you. You engage in learning and the more you know, the more knowledge will reward you by opening your eyes and your mind. We strive to do just that for our readers and customers.

From our downtown/North Loop location in Minneapolis, Lerner Publishing Group employs approximately 100 individuals in a variety of creative jobs.

MISSION

At Lerner Publishing Group, we meet our customers' needs by offering the highest-quality nonfiction and fiction content in a variety of subjects and formats. Our unique, engaging books for PreK-12 help librarians, educators and parents in developing a love of reading and learning among the children and youth they serve.

GOALS

CUSTOMERS. SIMPLICITY. PROFITABILITY.

CORE VALUES

SUCCESS

We achieve our goals through determination, teamwork and follow-through.

CREATIVITY

We encourage imagination and new ideas, as we strive to delight our customers.

RESPECT

We treat our co-workers and business partners with the same consideration and integrity we expect.

EXCELLENCE

We deliver high quality products and services with simplicity and efficiency.

HUMAN RESOURCES GENERALIST ROLE

TITLE

Human Resources Generalist

REPORTS TO

Chief Operations Officer

SUMMARY

The HR Generalist will be responsible for all aspects of employee relations and will specifically oversee benefit administration, recruiting, hiring, performance management, training and development, and related compliance. The HR Generalist is key to enhancing employee morale and fostering a positive company culture.

As an essential member of our team, the expectation is that you will reside in the Minneapolis area and be available to work in the office at least three days per week.

DUTIES AND RESPONSIBILITIES

BENEFITS AND ADMINISTRATION

1. Maintain familiarity of benefit programs such as life, health, dental, vision, flexible spending accounts, time off, leave of absence, and employee assistance, in order to properly support employees.
2. Work with benefits brokers to manage bi-annual open enrollment process (November and May).
3. Prepare census work required for annual benefits renewal.

RECRUITMENT AND ORIENTATION – NEW EMPLOYEES

1. Initiate and support management regarding recruitment activities including job posts, resumes, candidate, selection, and hiring of all positions.
2. Ensure a positive candidate experience by communicating effectively and efficiently throughout the recruiting and onboarding process.

3. Meet with newly eligible employees to review benefits to ensure enrollment or waiver in a timely manner.

4. Initiate and oversee new hire orientation to foster positive attitude toward company goals.

EMPLOYEE RELATIONS

1. Coordinate monthly and annual company events and facilitate participation and related details.
2. In coordination with Wellness Coordinator, direct and coordinate various activities designed to promote well-being and to maintain a high level of employee morale.
3. Field employee issues, for example work complaints or harassment allegations.
4. Support management in appropriate resolution of employee relations issues.
5. Support management in the progressive discipline process. Monitor process.
6. Support management through employment termination process. Prepare employee separation paperwork (voluntary and involuntary) and conduct exit meetings to review and discuss any specific reasons which may have led to the separation.

PERFORMANCE REVIEW MANAGEMENT AND PERSONNEL RECORDS

1. Manage performance review program to ensure effectiveness, compliance, and equity within the company.
2. Provide coaching and guidance to managers on effective performance management techniques and best practices.
3. Analyze performance data to identify trends and areas for improvement, and recommend changes to performance management programs as necessary.
4. Maintain necessary personnel documentation for employee files—personnel, benefit, confidential—to include promotions, transfers, wages, performance reviews, disciplinary actions, terminations.
5. Provide timely and accurate information to support the bi-weekly payroll.

HUMAN RESOURCES GENERALIST ROLE

WORKER'S COMPENSATION AND LABOR COMPLIANCE

1. Investigate on-site accidents and prepare necessary documentation to comply with laws and insurance policies.
2. Maintain personnel policies that comply with State and Federal laws and are consistent with the company mission and core values. Implement changes to comply with required changes.
3. Stay informed on government regulations affecting company policies and HR practices through continuing education and required training (licensure encouraged).
4. Partner with management to communicate HR policies, procedures, programs, and laws.
5. Respond to inquiries regarding policies and procedures.
6. Prepare required reports as necessary (examples: bi-annual FSA, EEO/Affirmative Action reporting, non-discrimination testing, OSHA, etc.).

EXPERIENCE AND NECESSARY SKILLS

- Experience in the administration of benefits and other HR programs.
- General knowledge of various employment laws and practices.
- Strong verbal and written communication skills.
- Maintain a high level of confidentiality.
- Strong analytical and organizational skills.
- Ability to interact well with all levels of employees.
- Ability to remain calm in stressful situations.
- Proficiency with Microsoft Office and HRIS related software.

PREFERRED EDUCATION AND EXPERIENCE:

- Minimum of a bachelor's degree, preferably HR specific.
- Minimum five (5) years in Human Resources experience preferred.



CONTACT

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This job description is not intended to be all-inclusive. This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. The duties and responsibilities for this position have been analyzed. On that basis, this position has been determined to be exempt.

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