



Latin American  
Association

## JOB DESCRIPTION

<b>JOB TITLE: HR Generalist</b>	<b>LOCATION: Atlanta</b>
<b>REPORTS TO: CEO</b>	<b>DEPARTMENT: Administration</b>
<b>STATUS: Part Time</b>	<b>LAST DATE REVISED: 11/28/2023</b>

### About the Latin American Association

The mission of the Latin American Association (LAA) is to empower Latinos to adapt, integrate and thrive. Our vision is 'Opportunity for all.'

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. Our 43-year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted, and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Impacting over 44,000 individuals each year, the LAA offers Latinos an extensive range of evidence-based services, programs, and support to help them achieve success. Our core programs include: Family Services; Employment Services; Women's Economic Empowerment Program; Domestic Violence Legal Program; Immigration Legal Services; Education and Language Services; Youth Programs; and Policy and Advocacy Program.

### **POSITION SUMMARY**

The primary role of the HR Generalist is to oversee and perform HR related duties and daily functions in the talent acquisition, onboarding, employee relations, benefits, performance management, employee engagement and compliance. This position ensures compliance of all policies and procedures and works collaboratively with the leadership team to develop and administer programs to meet the current and future needs of the organization

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
2. Implements and conducts employee onboarding, off-boarding and employee engagement initiatives.
3. Maintains and updates job descriptions and organizational chart.
4. Manages the performance management process and provides support and recommendations for improvement.
5. Coordinates benefit open enrolment and works with the benefits broker for evaluate benefit programs and plan designs.
6. Handles employment-related inquiries from applicants, employees and managers.
7. Attends and participates in employee disciplinary meetings, terminations and investigations,

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8. Maintains employment records and conducts or acquires background checks and employee eligibility verifications.
9. Ensures compliance with federal, state, and local employment laws and regulations, and recommended best practices, reviews policies and practices to maintain compliance.
10. Performs other duties as assigned

## **QUALIFICATIONS**

The qualifications listed below are representative of those required to successfully perform the essential duties and responsibilities of this position.

### **Education and Experience:**

- Bachelor's Degree in Human Resources or related field and/or equivalent in experience
- Minimum of three years of human resources management experience preferred
- SHRM-CP is a plus.

### **Knowledge, Skills, and Abilities:**

- Demonstrated knowledge and understanding employment laws and regulations.
- Knowledge of best practices as it pertains to hiring and other HR best practices.
- Advanced verbal and written communication skills; ability to effectively communicate with employees, vendors and/or others as required.
- Must maintain confidentiality and secure confidential documents and records.
- Ability to prepare letters, spreadsheets, presentations and/or other documents/reports as required.
- Must be proficient with programs such as Microsoft Office Suite, and HR systems.
- Excellent organizational skills and attention to detail.
- Good analytical, decision making and problem-solving skills; ability to resolve conflict and deliver results.
- Solid interpersonal skills, service orientation, and ability to work effectively with others.
- Bi-lingual Spanish/English is preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to stand; walk; sit; talk; hear; use hands to finger, handle, or feel objects; reach with hands and arms; may occasionally climb stairs.
- Prolonged periods of sitting at a desk and working on a computer.
- Occasionally required to lift and/or move up to 10 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular, on-site attendance is required
- Work is primarily in a climate-controlled office building with moderate noise level.

Approvals:      Manager      \_\_\_\_\_      Date\_\_\_\_\_

Human Resources      \_\_\_\_\_      Date\_\_\_\_\_

This job description is a multi-use document to assist the manager in organization planning, selection, training, and performance management; and to assist the employee in understanding the requirements and responsibilities of his or her position. Given the changing nature of any organization, the responsibilities of any position may change on a temporary or permanent basis to suit the needs of the company. Nothing in this document should be interpreted as limiting or restricting the company from making such changes in job assignments or job responsibilities, as it may deem necessary. The company reserves the right to amend or modify the contents of this document at any time. Nothing in this document shall be construed as an offer, contract, or guarantee of employment or work assignment.