



THE DENVER FOUNDATION

Job Title: Human Resources Generalist

Reports To: Director of Operations

Position Summary:

The Human Resources Generalist (HR Generalist) manages the overall administration, coordination, and evaluation of The Denver Foundation's human resource programs and policies. The HR Generalist carries out responsibilities in the following functional areas: benefits administration, hiring and onboarding, assisting with performance review management, policy development and maintenance, and ensuring compliance with HR laws and regulations.

Responsibilities and Essential Functions:

- Human Resources Administration (50%)
 - Act as first point of contact for staff questions on HR administration.
 - Perform HR admin tasks, such as employment verifications, HR file management, I-9 administration, and employment law compliance support, including posting notices and keeping up to date with changes to state and federal laws.
 - Protect the interests of employees and the organization in accordance with the organization's Human Resources policies and governmental laws and regulations.
 - Maintain organized and accurate personnel documentation; assist with oversight and maintenance of human resource software products and platforms.
 - Champion inclusiveness and racial equity in the development of human resource programs and practices.

- Benefits Administration (35%)
 - Serve as primary contact for plan vendors and third-party administrators. Coordinate transfer of data to external contacts for services, premiums and plan administration. Evaluate and revise internal processes to reduce costs and increase efficiency, document and maintain administrative procedures for assigned benefits processes. Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of required reporting and fees.
 - Coordinate daily benefits processing. Handle enrollments, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, distributions, loans, hardships and compliance testing. Oversee maintenance of employee benefits files, maintain group benefits database.
 - Analyze current benefits, evaluating the use, services, coverage, effectiveness, cost, plan experience and competitive trends in benefits programs, and identify the organization's stance.
 - Survey industry trends. Complete benefits surveys and review information obtained from the results. Analyze complex benefits information. Forecast trends and assist with future benefits designs. Develop specific recommendations for review by management.
 - Provide customer service support to internal and external stakeholders. Develop communication tools to enhance understanding of the organization's benefits package. Design and distribute materials for benefits orientations, open enrollment and summary plan descriptions. Provide training and support to employees.

- Recruitment, hiring, and onboarding (15%)
 - Manage the recruitment and hiring processes and practices of the organization.
 - Conduct employee onboarding and help organize training & development initiatives.
 - Coordinate new hire orientation for new staff.

Required Qualifications:

- Minimum three years of work experience as a human resources generalist
- A minimum of three years of work experience performing benefits administration and applying the laws that regulate it
- Considerable knowledge of principles and practices of human resources
- A working knowledge of common compliance issues, including proficient understanding of federal, state, and local employment laws such as FMLA, ADA, ERISA
- Demonstrated success in a work environment requiring attention to detail
- Proven experience maintaining privacy and confidentiality in a workplace
- Excellent written and oral communication skills
- Ability to contribute to building a diverse, inclusive, and racially equitable workplace
- Alignment with the Foundation's core values: leadership, equity, inclusiveness, and accountability

Preferred Qualifications:

- Bachelor's degree in human resources and three years of experience as a human resources generalist, or five years of work experience as a human resources generalist
- SHRM-CP or PHR certification
- Strong interpersonal skills
- Strong initiative and accountability
- Demonstrated problem-solving and conflict management skills

Work Environment:

The position is based in an office environment with a mix of private offices and cubicles. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.

Physical Demands:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Sitting 75 percent of the time
- Walking 10 percent of the time
- Standing 5 percent of the time
- Regular group and public speaking
- The ability to lift up to 30 pounds

Additional Eligibility Qualifications:

- Must be authorized to work in the United States
- Must be able to provide at least three professional references

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

Compensation: This is a full-time exempt position. The Denver Foundation offers a competitive benefits package including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurances. The starting salary for this position ranges from \$50,000 to \$60,000, depending upon years of professional HR experience.

Application Process: Interested applicants should complete application located on our Careers page at www.denverfoundation.org. Applications will be accepted until position is filled.

The Denver Foundation's Anti-Discrimination Policy:

The Denver Foundation 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. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.