

LHM Physical Therapy Institute, LLC

Job Title: HR Generalist

Reports To: Director, Human Resources

Department/Location: Administrative Offices

FLSA Status: Exempt

Position Summary:

The HR Generalist serves as a key member of the Human Resources team, with primary responsibility for managing and administering payroll and employee benefits programs. This role ensures accurate and timely payroll processing, compliance with federal and state regulations, and effective benefits administration, including health, retirement, and leave programs. The HR Generalist also provides guidance to employees on payroll and benefits inquiries, maintains confidential employee records, and supports broader HR initiatives including general HR administrative support.

This is a non-supervisory role that requires proficiency in HR and payroll systems, strong organizational and analytical skills, attention to detail, discretion in handling confidential information, and the ability to manage multiple priorities accurately and with exceptional employee service in a fast-paced environment. LHMPTI donates the HR Generalist's time to serve in a similar role within LHM Social Services Foundation.

Supervision Responsibilities:

The HR Generalist has no supervisory responsibilities.

Essential Job Functions and Responsibilities:

- Treat all according to LHMPTI Mission Statement and Core Values.
- Establish internal and external relationships of mutual trust and respect.
- Support the bi-weekly payroll process by ensuring accurate data entry, including but not limited to personal data, compensation, status changes, and benefit enrollment.
- Oversee employee benefits programs, including but not limited to education, enrollment, eligibility, billing reconciliation, COBRA, Open Enrollment, working with the carriers to resolve related issues and concerns, and required benefit reporting, including ACA.
- Accurately generate and/or complete reporting as required or requested for compliance, payroll, benefits and/or operational needs.
- Participate in regular audits of payroll, benefits, and HR records.
- Supports efforts related to other HR functions such as recruitment, performance, engagement, policy implementation, and compliance.

- Supports the leaves of absence programs ensuring compliance with federal, state and local employment laws and regulations as well as policies.
- Participates with new employee orientation.
- Maintains electronic employee records within the HRIS.
- Provide general administrative support in the HR department.
- Complies with federal, state, and local employment laws and regulations as well as internal policies, procedures and organizational standards.
- Provide similar human resources services as identified here to LHM Social Services Foundation.
- Other duties as assigned from time to time. This position description is subject to change at any time.

Required Skills and Qualifications:

- Bachelor's degree preferred.
- Minimum 3 years of experience in a human resources position or role with related responsibilities.
- Experience with payroll software such as ADP or similar systems, to include ability to create, modify and process reports.
- Excellent communication (written and oral) and interpersonal skills.
- Strong analytical and problem-solving skills.
- Excellent organizational and time-management skills.
- Strong ethical standards and a high level of integrity.
- Ability to handle sensitive and confidential information with discretion.
- Excellent attention to detail and accuracy.
- Advanced skill in HRIS and Microsoft Office Suite products.
- Ability to develop and maintain effective working relationships at all levels of the organization.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and client service environment.
- Value open communication as essential for creating and maintaining a positive work environment.
- Positive attitude, self-confidence, common sense, and respect and concern for others.
- Ability to thrive in a busy, fast-paced environment, prioritizing projects.

Physical Demands, Visual Demand, Physical Surroundings/Conditions:

The position requires significant written and oral communication, as well as significant use of a computer and telephone. Frequent sitting, standing, walking to perform the essential elements of the job. Occasional lifting and/or carrying objects up to 20 lbs. Work is subject to inside environmental conditions.

Statement of Understanding:

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand that this job description can change at any time, and I will adhere to all required compliance laws and regulations in a professional manner.

Please Print Name

Employee Signature

Date

Leader Reviewing

Title