



THE YARCO COMPANIES  
Position Guide

Position: **Human Resources Generalist**  
Reports to: **Director of Human Resources**  
FLSA Status: **Non-Exempt**

Last Revision: **May 16, 2010**

Founded in 1923, The Yarco Companies, us a full-service, multi-family real estate firm that delivers highly specialized Property Management Services, and focuses primarily on Affordable Housing. To learn more about our company visit [www.yarco.com](http://www.yarco.com).

Yarco is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status or physical or mental disability. In compliance with the Immigration Reform and Control Act of 1986, we will hire only U.S. citizens and aliens lawfully authorized to work in the United States (if the position is or will be one which is subject to U.S. law).

**Position Purpose:**

The Human Resources Generalist supports the mission of The Yarco Companies through assistance of the Human Resources function. The Human Resource Generalist administers corporate employment practices and performs all other responsibilities in accordance with applicable local, state, and federal laws, and corporate policies, procedures, and guidelines. This position provides an effective channel of communication between company management and employees, in order to help ensure positive employee relations.

Key contributions include:

- Interprets and monitors the application of company human resources **POLICIES AND PROCEDURES**, ensuring consistency and fairness in all employment practices.
- Processes **JOB APPLICANT** paperwork
  - Posts Yarco job postings
  - Provides drug screen vendor forms to Yarco communities
  - Submits applicant background check request to Yarco's background check vendor
  - Prints background information and drug results upon receipt
  - Interprets results of both drug/background check results based upon Yarco protocol
  - Notifies property upon approval/declination from HR Director, or a senior officer of the company
- Processes **NEW HIRE, RE-HIRE, AND EMPLOYEE TERMINATION PAPERWORK**
  - Collects all required forms
  - Enters employee data into HR/Payroll System
  - Processes I-9's according to Yarco's voluntary participation in E-Verify
- **BENEFITS ADMINISTRATION** including group medical, dental, life, vision, disability, EAP, 401(k), and wellness.
  - Send and collect benefit information for new hires via HR/Payroll System
  - Enter new hires/changes/terminations in HR/Payroll system as well as the insurance companies' on-line systems
  - Create benefit folder and file benefit paperwork
  - Participate in Yarco's annual benefit renewal process including the set up of benefits via HR/Payroll System
  - Remit bi-weekly 401(k) contributions to Yarco vendor and process loan applications
  - Prepares and reviews benefit provider invoices for accuracy and remits invoices for payment.
  - Maintains cooperative relationships with Benefit Providers, Brokers and Agents. Assists executive management in benefit plan reviews, and necessary negotiations of plan changes.
  - Assists in handling workers' compensation cases.

- Processes qualified medical support orders.
- Assists with ongoing Yarco's Wellness initiatives
- Assist with **EMPLOYEE RELATIONS**
  - When circumstances require it, functions as a trusted, confidential channel of communications between employees and their managers, or employees and executive management.
  - Remains current with applicable federal, state, and local laws and regulations concerning all employment matters, including wage and hour laws, overtime and minimum wage regulations, and regulations applicable to employee benefits (COBRA, HIPAA, and ERISA). Ensures that Yarco employment practices are compliant with these laws and regulations.
  - Establishes and maintains employee personnel files.
  - Provides staff assistance in the administration of recreational activities and other programs aimed at maintaining employee interest, participation and morale.
  - Provide consistent, prompt and courteous service to all company employees, customers, and outside stakeholders.
  - Practices and promotes teamwork at all times. Sets a good personal example of attitude and performance
- Assist with **PAYROLL ADMINISTRATION**
  - Create payroll information upon request
  - Creates various payroll reports as needed (EE counts, etc.)
  - Assist Payroll Manager with special tasks and provides backup assistance when needed.
- Files all employee paperwork
- Completes employment verifications
- Monitors and records automobile insurance information spreadsheet
- Updates Employee Lease Addendums spreadsheet
- Maintains a professional appearance and neat work environment.
- Other duties as assigned by the Director of Human Resources and Payroll Manager

Position Requirements:

- Associate's degree or higher, preferably in Human Resources or Business Administration.
- Certification (or equivalent) of Professional in Human Resources (PHR) as issued by the Human Resources Certification Institute (HRCI), or be on track to be certified within 12 months of date of hire.
- Two years' Human Resource experience.
- Ability to deal effectively with people of varying backgrounds and personalities.
- Ability to deal directly with Senior Management to build consensus, establish trust, communicate effectively and contribute to a positive work culture.
- Well-developed written and verbal communication skills.
- Ability to effectively multi-task.
- Strong knowledge and experience with Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Experience with payroll and human resource management information systems, preferably Ceridian.

I have read and received a copy of this job description. My manager and I have discussed the job description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This document describes the general nature and level of work required of people assigned to this job. It is not intended to be an all-encompassing list of responsibilities, duties, and skills. Additional duties or job functions that can be performed safely may be required as deemed necessary. The employee must adhere to all work rules, procedures and policies established by the company, including, but not limited to those contained in the employee guidebook.