



## **Human Resources Generalist**

SC&H Group, LLC is an internationally acclaimed CPA and management consulting firm serving a large client base ranging from emerging businesses to the largest Fortune 500 companies. The Group consists of specialized practices, each with dedicated professionals serving focused client needs. SC&H Group has an immediate opening for a Human Resources Generalist in our Sparks, MD location. The ideal candidate will have 6 – 8 years of progressively responsible HR experience, and will be expected to demonstrate proficiency in the following areas:

### **Benefits Administration**

- Benefits – act as primary liaison with broker on daily benefits issues; field questions from employees (275+) and respond as appropriate.
- Manage FMLA process – conduct meetings with employees, collect documentation, follow up on items needed, process paperwork with disability provider and benefits broker; coordinate gifts as necessary. Typically, there are 25 – 30 employees per year who need support with the FMLA process.
- Coordinate quarterly benefits meetings with brokers; review key data with leadership.
- Open Enrollment – coordinate entire Open Enrollment process. Make recommendations to leadership with regard to plan design and renewal rates; work with broker on all materials related to OE process; assist broker with meetings; work with employees to complete OE; resolve issues after OE is completed.
- As appropriate, make recommendations about the creation and viability of a corporate Wellness Program (working with our insurance broker, internal constituents, and vendors to build upon and create wellness initiatives to lower costs).
- Conduct quarterly 401(k) meetings (typically with 12 – 18 employees) and send enrollment forms to retirement provider. Work on preparation of materials for annual 401(k) audit.

### **Compliance**

- Complete annual reports needed for completion of Affirmative Action Plan; work with HR Director to implement, track, and maintain the plan each year.
- Coordinate/conduct routine training sessions for employees related to sexual harassment, diversity/inclusion, etc.
- Working with benefits broker, monitor key compliance changes/updates. Report to HR Director and update manuals and policies as needed.
- Complete training as needed and stay up to date on HR laws/changes.
- Maintain employee posters and key notifications as needed; post as required.
- Working with Directors and IT, prepare and maintain disaster recovery/pandemic plan and plans related to Emergency Management.

### **Employee Relations/Morale**

- Employee Relations – meet with employees/Managers as needed and work to resolve Employee Relations issues in a fair and timely manner.
- Perform Ergonomics consultations as needed for employees; make recommendations and obtain adaptive tools when necessary.
- Coordinate Employee Gifts (births, illness, etc.).

## **Miscellaneous**

- Assist HR Director as requested with Upward Evaluation process and Firm Survey process.
- Assist CFO with Facilities Management issues.
- Coordinate visits of outside vendors.
- Prepare HR section of Firm Meeting slides on a quarterly basis.
- Make updates to corporate intranet as needed.

## **Requirements:**

- Bachelor's degree required, preferably with specialization in Human Resources or Business.
- Minimum 6-8 years of progressive experience in Human Resources, with a strong focus in employee benefits administration.
- Experience with Affirmative Action planning a plus.
- Proven strategic development of HR initiatives to meet business objectives.
- Excellent planning, project management and organizational skills, with strong attention to detail.
- Ability to learn and understand a complex business.
- Ability to work in fast-paced environment.
- Ability to work as a team player, keeping the needs of the team/business as a priority above individual accomplishments.

## **Critical Success Factors:**

- Impeccable integrity and ethics.
- Proven track record working in a dynamic, and fast paced environment balancing multiple projects and high demands for initiatives and improvements.
- Dependable with highly sensitive and confidential data.
- Self-starter driven by the challenge of shifting projects and priorities and solving complex business issues.
- Proven ability to manage multiple priorities while delivering high quality results.
- Sense of urgency a must.
- Excellent communication and relationship building skills at all levels.

Salary commensurate with experience.

SC&H Group is an Equal Opportunity Employer. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. SC&H is required to inform you that we participate in E-Verify; a service of DHS & SSA.

Interested candidates should send a cover letter and resume to Kim Theobald, Director of Human Resources, at [ktheobald@scandh.com](mailto:ktheobald@scandh.com).