

HUMAN RESOURCES GENERALIST – POSITION ANNOUNCEMENT

ABOUT THE COMPANY:

Since 1984, Decision Information Resources, Inc. (DIR), a Houston, TX company, has provided clients with the research, evaluation, data collection and technical assistance services required to make informed decisions and improve performance. DIR's clients are primarily government, non-profit and other research organizations that depend upon our skilled staff for the design, implementation, and analysis of data and information to help measure the effectiveness of programs, improve policies, and plan strategies. DIR offers unique perspectives and sensitivities that are invaluable when working with diverse groups and populations.

JOB SUMMARY:

Provides human resources support, to include such areas as employee relations, recruitment and employment, performance management, legal compliance, various reports and other initiatives.

RESPONSIBILITIES:

- Assumes responsibility for employee personnel records and record keeping procedures
- Participates in investigation of employee relations issues and makes recommendations
- Participates in providing interface for benefits and compensation programs
- Supports employment activities to ensure qualified employees are recruited and hired, including reviewing recruitment procedures, background/reference and security checks, and salary reviews
- Coordinates and conducts orientation and onboarding processes for new hires, (core and temporary employees)
- Coordinates termination processing and conducts exit interviews
- Researches and provides information to employees related to HR policies, practices and programs
- Provides coaching to supervisors and staff to resolve personnel and discipline issues
- Reviews performance standards and compensation related programs to mitigate potential risks
- Develops and analyzes various HR data and reports and recommends improvements
- Participates in the development and implementation of policies and procedures and their dissemination through employee booklets, communications and/or meetings.

REQUIREMENTS:

Education and/or Experience

- Bachelor's degree or higher in Human Resources or equivalent discipline
- Three years or more of human resources work experience required.
- High level of knowledge and administration of employee relations issues

Other Skills and Abilities

- Exhibit high integrity, high energy, high intelligence
- Superior persuasive presentation and change management skills
- Proven ability to work independently and to manage competing priorities
- Must have advanced computer skills (Word/Excel/Internet search engines)
- Must be able to work in and communicate with a diverse work force
- Must exhibit excellent verbal and written communication skills

This position is of Exempt status. The physical demands are representative of those that must be met to successfully perform the essential functions of this job. The associate must occasionally lift and/or move up to 25 pounds.

This position is located in Houston, TX. Salary offered will be commensurate with academic background, relevant professional work experience. DIR offers liberal benefits.

How to Apply: Please submit a cover letter with your resume to: capinkett@dir-online.com, or fax 713-650-1576 – Attn: Human Resources. For more information about DIR, go to www.dir-online.com.