



The Council of State Governments
Sharing capitol ideas.

TITLE: Human Resources Generalist
LOCATION: Lexington, KY

The Council of State Governments (CSG), a 501 (c)(3) not-for-profit organization, is the nation's only organization serving all three branches of state government. CSG is a region-based forum that fosters the exchange of insights and ideas to help state officials shape public policy. This offers unparalleled regional, national and international opportunities to network, develop leaders, collaborate and create problem-solving partnerships. To learn more about CSG, please visit us at www.csg.org

CSG is currently seeking a Human Resources Generalist at our Lexington, KY headquarters. The HR Generalist will report directly to the Human Resources Director and will be responsible for supporting the daily operations of the Human Resources Department. The HR Generalist will assist in the development of strategic and functional HR initiatives and will support key human resources functions in the areas of compensation and benefits, recruiting, policy administration, employee relations, employment law compliance, and training and development.

Key responsibilities include, but are not limited to:

- Assisting employees at all levels with work related issues including but not limited to: FMLA, workers' compensation, benefits, career development and employee relations issues.
- Benefits administration for the organization.
- Administration of on-boarding process for new employees and new employee orientation program for all CSG new hires (HQ, regional office and satellite locations).
- Development, implementation and administration of internal HR processes and procedures.
- Administration and tracking of FMLA and other LOA processes.
- Administration of CSG recruiting procedures and processes (classification of positions, job postings, resume review and distribution and conducting interviews).
- Data collection, recordkeeping and completion of annual Affirmative Action Plan.
- Data collection, preparation and completion of annual EEO-1 report.
- Assisting in the development of CSG training programs and delivery of various supervisory and employee training.
- Administration of performance management process and annual review process.
- Leading ongoing employee relations activities.
- Management of CSG HR intranet site.
- Assisting HR Director with projects and other duties as assigned.

CSG is an Affirmative Action/Equal Employment Opportunity Employer

Education/Experience:

- Bachelor's Degree in Human Resources or related field.
- Minimum 3 years Human Resources Generalist experience.
- Excellent interpersonal communications skills.
- Ability and willingness to perform routine administrative tasks as well as leading high level HR projects.
- Proven project management experience and accomplishments.
- Strong working knowledge of Microsoft office suite (Word, Excel, PowerPoint, Outlook) HRIS systems, talent management systems and other PC applications/programs.
- SHRM certification preferred.

CSG offers a competitive salary and benefits including paid personal time, paid sick time, health, dental, vision, group life and short-term disability insurance, retirement plan and paid holidays.

This position is located in Lexington, KY and no relocation assistance is available.

APPLY: Only applicants who apply through the link below will be considered.

- To apply, click the link and provide a cover letter and resume with salary history in Word or PDF format: <https://secured.csg.org/csg/jobs/>