



Position Title: Sr. Human Resources Generalist

Reports To: Chief Human Resources Director

Location: Denver, CO

Connect for Health Colorado is the state-based health insurance marketplace and support network that allows individuals, families and small employers to compare and purchase health plans from companies including the major health plans in the state in a convenient way. We provide high quality customer assistance by phone and in person, as well as access to federal financial assistance to reduce the cost of health insurance. Our mission is to increase access, affordability, and choice for individuals and small employers purchasing health insurance in Colorado.

Position Summary:

The Senior Human Resources Generalist will be responsible for Human Resources related duties that support Human Resources initiatives, organizational strategy, policies, processes and overall business outcomes. Oversight will include employee relations, compliance programs, benefits administration, and HR operations strategy support to include all areas of HR.

Position Responsibilities:

- Consistent exercise of independent judgment and discretion in matters of significance, functions as a program lead/point of contact and/or subject matter expert as appropriate.
- Assist with the development, roll-out, and administration of programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Responsible for the creating, supporting, and documenting of processes and work flows to support all areas within the HR body of work.
- Provide support in the areas of staffing, recruitment and selection, employee relations, wage and salary administration, benefits administration, and employee development/orientation.
- Responsible for employee relations and analysis to support organizational development and support training initiatives.
- Assist in developing strategy as well supporting the day to day operations relating to overall recruiting strategy and compliance outcomes to include - tracking, retention, attraction, EEOC Recruiting efforts, and employee morale throughout the company.
- Manage and develop vendor and community relationships, participates in recruitment outreach activities to strengthen the candidate pipeline.
- Administer leave programs & benefits including FMLA, ADA and STD.

- Manage accurate workers compensation records, participates in the administration return-to-work programs and acts as liaison with employees, designated providers and work comp insurance company.
- Assist in the development and implementation of personnel policies and procedures and related documents and reports as needed.
- Insure the accuracy of records and that recordkeeping requirements are met per record retention guidelines.
- Develop and maintain positive customer relations by ensuring that all verbal, telephone and written inquiries and requests are handled appropriately and in a timely manner.
- Maintain current working knowledge of applicable state and federal laws.
- Support companywide HR communications.
- Assist with planning and organizing company-wide events and activities.
- Other duties as assigned.

Position Requirements:

- Requires a Bachelor's degree in Business Administration, Human Resources Management or related discipline. PHR or SPHR preferred.
- Minimum 3-6 years of direct human resource experience with responsibilities in recruiting, employee relations, payroll, and HR administration.
- Experience in the administration of benefits and compensation programs, compliance program management (i.e. FMLA, EEOC Worker's Comp), and other Human Resources programs.
- Competent in policy and procedure interpretation.
- Minimum one year of direct recruiting experience. Full cycle recruiting preferred, with a strength in both social media and nontraditional recruiting efforts.
- Must have working knowledge of state and federal laws along with practical application
- Must have experience in administering FMLA, workers compensation management, and unemployment and other such compliance programs.
- Proven project management skills, strong organizational skills and strong ability to work on multiple projects at a time.
- Intermediate knowledge of HR and Payroll systems, preferably Paylocity.
- Proficient skills with Microsoft office suite.
- Must function well as an independent contributor as well as team member.

Work Environment:

- Typical office setting; the Connect for Health Colorado office is in the Denver Tech Center area, near the intersection of Belleview and I-25.
- Work schedule may include some non-traditional hours, weekends and evening events.
- On-site during office hours, typically 8am-5pm
- Travel is infrequent and only in Colorado, but may occasionally be required, mostly day trips along the Front Range (mileage reimbursement available)

Compensation:

Connect for Health Colorado offers a competitive salary and benefits package. Using Connect for Health Colorado's annual benefits allowance, employees may elect from various benefit offerings and tailor a package to best suit their individual needs. Connect for Health Colorado employees are eligible to participate in the organization's 403(b) plan and are additionally provided with paid time off, short- and long-term disability and life insurance.

To Apply:

Please e-mail resume, cover letter, salary history, and three (3) references to [hiring@c4hco.com](mailto: hiring@c4hco.com). Please include position title in the subject line. No phone calls please.

Connect for Health Colorado is an equal opportunity employer (EOE). Connect for Health Colorado may, at its discretion, conduct a background check on any workforce member and/or require job candidates to successfully complete a background check as a condition of employment.
