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Organizational Development Generalist

POSTED ON 11/10/2022 AVAILABLE BEFORE 12/22/2022

Pace Center for Girls, Inc. (<https://www.salary.com/job/searchresults?jobtitle=Pace+Center+for+Girls%2c+Inc.&location=Jacksonville%2c+FL>)
 Jacksonville, FL Full Time

Job Posting for **Organizational Development Generalist** at **Pace Center for Girls, Inc.**

Organizational Development Generalist

Summary

At Pace we transform girls' lives through academic and counseling programs based on a gender-responsive, strength-based and trauma informed framework. Team members create a safe place for girls to learn, process, heal and begin again.

The Organizational Development Generalist supports operating units by implementing human resources activities to include employee relations, benefits administration, compensation, recruitment, training supporting Employee Health and Safety Programs. Additionally, this role serves as a liaison between management and employees by handling questions, interpreting, and administering policies and procedures and helping to resolve work-related problems.

Qualifications and Education Requirements

Required

Bachelor's degree (B.A.) from four-year college or university; and three years related experience and/or training; or equivalent combination of education and experience.

Position requires training and experience in general office procedures, policies, and methods; knowledge in the use of office equipment, strong verbal and written communication skills; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines

Preferred

PHR/SHRM-CP Certification

Roles and Responsibilities

Update and create job description when needed

Submit online job postings, shortlist candidates and schedule job interviews

Recruit and screen potential applicants on experience, skills, and education

Contact applicant references and perform background checks required by company

Generating official internal documents such as offer letters

Organize new employee orientation, on-boarding, and training programs

Explain and provide information on employee benefits, programs, and education

Maintain employee records and paperwork

Represent Pace Center for Girls, Inc in community and recruiting events

Answer employee questions and addresses employee concerns with company; including employee safety, welfare, wellness and health

Manages committees on wellness, training, health and safety, culture, and communications as needed

Assist HR Manager in policy formulation, hiring and salary administration

Ensure smooth communication with employees and timely resolution to their queries

Maintaining physical and digital files for employees and their documents, benefits and attendance records

Collaborating with outside vendors, upper management and employees to maintain Customer Service Representative standards

Assisting with evaluating employee performance and appraising their pay scale accordingly

Taking appropriate disciplinary action against employees who violate rules and regulations and addressing employee grievances
 Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
 Develops and maintains a monthly maintenance of the OD Scorecard, and achievement of KPIs
 Serves as primary administrator for SharePoint site
 Perform other duties as required

Additional Qualifications and Requirements

Other

Must adhere to the Pace Center for Girls Values and Guiding Principles and upholds the ethical standards of the Agency
 Follows mission, values and principles, policies and procedures of the Pace Center for Girls
 Availability to work evenings and weekends as required to fulfill workload requirements
 Must be able to travel by automobile, plane, train, etc.; occasional overnight travel may be required

Individual Contributor Competencies

Accountability

Oral communication

Customer Focus

Integrity

Work Environment

The work environment characteristics can be stressful, is fast-paced and requires alertness and flexibility. The noise level is usually quiet; however, noise can accelerate to moderate and high levels.

Details

Title: Organizational Development Generalist

Position Code: HRGEN

Position Type: Exempt

Salary Grade Level 107

Location: National Office

Travel Required: 10%-20%

Supervisor: No

Reports To: Human Resources Director

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

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