



Human Resources, Generalist

Hartford, Connecticut

About Us:

The Connecticut Education Association (CEA) is a dedicated educators' labor union whose mission is to champion educators, students, and public schools. We have been a leading voice for teacher professionalism and school improvement since our formation in 1848.

We are seeking a skilled HR Generalist to support our human resources department in delivering exceptional services to our staff, ensuring a positive and productive work environment that aligns with our mission, vision, and values.

Duties and Responsibilities:

- Oversee the onboarding process for new employees, ensuring all necessary documentation, orientation, and training are completed effectively.
- Serve as a backup for payroll processing and management of active employee benefits, ensuring accuracy and timeliness.
- Lead recruitment efforts, including creating job postings, screening candidates, conducting interviews, and selecting qualified applicants.
- Conduct background checks for potential employees in accordance with company policies and legal requirements.
- Manage the offboarding process for departing employees, including conducting exit interviews and providing benefits information.
- Administer retiree health insurance programs and provide ongoing support to retirees regarding their benefits.
- Process and manage employee leave requests, ensuring compliance with company policies and applicable legal regulations.
- Facilitate employee promotions and implement recognition programs to enhance morale and support retention efforts.
- Facilitate disciplinary matters and conflict resolution in line with company policies and legal standards, maintaining fairness and consistency.
- Organize and conduct mandatory employee trainings, such as sexual harassment prevention and other required employment trainings, to foster a compliant and inclusive workplace.
- Ensure all HR practices and procedures comply with state and federal laws and regulations, maintaining up-to-date knowledge of legal requirements.



Skills and Qualifications:

- Education: Bachelor's degree in Human Resources, Business Administration, or a related field.
- Experience: Minimum of three (3) years of experience in human resources, preferably as a generalist, with a broad understanding of HR functions.
- Legal Knowledge: In-depth knowledge of HR laws and regulations, including state and federal compliance requirements.
- Technical Skills: Proficiency in HR software (e.g., HRIS) and Microsoft Office Suite, with experience in payroll processing and employee benefits administration.
- Soft Skills: Excellent organizational, communication, and interpersonal skills, with the ability to build relationships across all levels of the organization.
- Confidentiality: Ability to handle sensitive and confidential information with discretion and professionalism.
- Problem-Solving: Strong problem-solving and conflict resolution skills, with a proactive approach to addressing employee relations issues.
- HR Functions: Demonstrated experience in recruitment, onboarding, offboarding, and conducting employee training programs.
- Specialized Knowledge: Familiarity with leave management (time and attendance), disciplinary procedures, and employee recognition initiatives.

Preferred Qualifications:

- HR certification, such as SHRM-CP or PHR.
- Experience in the education sector or with labor unions, particularly in supporting organizational missions similar to CEA's.

Person to Whom This Position Reports:

Chief Financial Officer (CFO)

Pay and Benefits:

The salary range for this position is \$74,000-\$103,000 on experience. We offer comprehensive benefits, including medical, dental, and vision plans, a 401k and pension plan, 16 paid holidays, vacation days, personal days, and sick time.

Equal Opportunity:

CEA is an equal opportunity employer committed to fostering an organizational culture of diversity and inclusion. Women, minorities, people of color, members of the LGBTQ+ community, and people with disabilities are strongly encouraged to apply. Individuals with



disabilities requiring accommodations in the application and interview process, please contact Shannon Waxenberg at, shannonw@cea.org or 860-725-6345.

Applications:

Interested candidates should submit a letter of interest, résumé, and complete contact information via email to Shannon Waxenberg at, shannonw@cea.org no later than May 15, 2025.