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## CAQH Position Description

**Position:** Human Resources Generalist **Department:** Administration & Finance

**Reports To:** Senior Manager Human Resources **Date:** November 1, 2016

**Scope:** Full-Time/Exempt

### Position Summary:

The HR Generalist is a quick learner who will execute all people-related initiatives that support and develop a collaborative, high performance culture. The HR Generalist will have a positive attitude, and be flexible and adaptive to a fast-paced business environment, while demonstrating initiative and accountability. As the HR Generalist, you will participate in activities related to recruiting, affirmative action, new hire orientation, employee relations, benefits administration, compliance, performance management, payroll, FMLA/leaves of absence, worker's compensation and employee development programs. The Human Resources Generalist is responsible for performing HR-related duties on a professional level and reports to the Director, Human Resources. This is a full-time, exempt position.

### Specific Responsibilities:

- Provides day-to-day human resources support to all employees and ensures consistent application of policies and procedures.
- Administers various human resource plans and procedures for all CAQH personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Maintains human resource information system records, prepares payroll data changes and generates reports.
- Recruit and fill internal positions by posting open positions in ADP and job boards, screening resumes for required qualifications and job fit, coordinating interview process and logistics, tracking metrics, conducting reference and background checks, and generating offer letters to selected candidates.
- Responsible for hands-on recruiting efforts and ensuring compliance with Equal Employment Opportunity/Affirmative Action Programs.
- Maintains affirmative action program; files EEO-1 report annually; maintains other records, reports and logs to conform to EEO regulations.
- Supports the annual and ongoing benefits administration processes including communication with employees, enrollments, changes and payroll updates. Performs general benefits administration and reconciles invoices for payment.
- Assists with employee relations counseling and exit interview process.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Maintains compliance with federal and state regulations concerning employment.
- Performs other related duties as required and assigned.

### Supervisory Responsibility:

None.

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## Skills:

- Knowledge of laws and regulations related to HR, including EEO and FLSA.
- Knowledge of recruiting practices, techniques and sources.
- Ability to interpret and compose instructions in written, oral, diagrammatic, or schedule form.
- Use of personal computer and standard office productivity software, including intermediate proficiency with MS Word and Excel software and ADP Workforce Now.
- Skill in recruiting and interviewing.
- Ability to write reports and correspondence in a clear and concise manner.
- Strong planning, organizing and project management skills.
- Ability to interact effectively at all levels and across diverse cultures.
- Ability to be an effective team member.

## Experience:

- 5 to 7 years of HR generalist experience with an emphasis on recruitment.
- PHR or SHRM-CP designations preferred.

## Education:

- Bachelor's degree. Human Resources or related field preferred.

## WHO WE ARE

Named one of Modern Healthcare's Best Places to Work in 2016, CAQH, a non-profit alliance, is the leader in creating shared initiatives to streamline the business of healthcare. Through collaboration and innovation, CAQH accelerates the transformation of business processes, delivering value to providers, patients and health plans.

- **COB Smart™** quickly and accurately directs coordination of benefits processes.
- **EnrollHub™** reduces costly paper checks with enrollment for electronic payments and electronic remittance advice.
- **CAQH ProView™ (formerly Universal Provider Database®)** eases the burden of provider data collection, maintenance and distribution.
- **SanctionsTrack®** delivers comprehensive, multi-state information on healthcare provider licensure disciplinary actions.
- **CAQH CORE®** maximizes business efficiency and savings by developing and implementing federally mandated operating rules.
- **CAQH Index™** benchmarks progress and helps optimize operations by tracking industry adoption of electronic administrative transactions.

## WHAT YOU GET

CAQH recognizes that its most important asset is its growing team of smart, creative, collaborative, forward-thinking and passionate professionals – and that a comprehensive employee benefits package is an important factor for them in choosing where to work. CAQH offers competitive compensation along with an extensive benefits package for all full-time employees, including medical, dental and vision coverage, tuition assistance and a 401k. Our location in downtown Washington, DC is metro-accessible, has an onsite fitness center and is centrally located to allow our team to take advantage of professional networking opportunities, cultural offerings and a thriving social scene.