

Human Resources Generalist (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262575>

Downloaded On: Sep. 16, 2025 4:45pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

Job Title Human Resources Generalist (Reg FT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Sep. 16, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Human Resources

Apply Online Here <https://apptrkr.com/6568195>

Apply By Email

Job Description

Image not found or type unknown



Human Resources Generalist (Reg FT)

Position Title: Human Resources Generalist (Reg FT)

Employment Type: Regular Full-Time

Department: Human Resources

Campus: Office of College Services

Additional Information: This position will remain open until filled. However, to ensure consideration

Human Resources Generalist (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262575>

Downloaded On: Sep. 16, 2025 4:45pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

for an interview, please submit your completed application, cover letter, and resume by no later than 9/26/2025. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Hybrid (May be subject to change)

Work Hours: Standard College hours are Monday - Friday, 8:30 am - 4:30 pm; Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade: Admin 14 - \$55,756

Job Category: Administrators

Human Resources Generalist (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262575>

Downloaded On: Sep. 16, 2025 4:45pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

Job Slot: 6119

Job Open Date: 9/12/2025

Job Close Date: Open until filled

General Summary: This position supports the daily functions of the Office of Human Resources (OHR) department with a primary focus on one or more human resources functions as assigned by OHR leadership, including, but not limited to: recruitment and employment, onboarding, employee relations, compensation management, benefit and leaves administration, compliance & policy implementation, HRIS & data management, performance management and development, and training initiatives. This role will also cross train in several of these functional areas and assist in the other areas as needed.

Requirements:

Education and Experience:

Bachelor's degree in human resources, business administration or related field and a minimum of three years of related experience; OR an associate's degree in human resources, business administration or related field and a minimum of five years of related experience.

PHR or SHRM-CP certification preferred.

COMPETENCIES:

- Proficiency with HRIS systems, Microsoft Office Suite, and standard office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic employment laws and regulations, HR policies and HR best practices.

Skills and Abilities to:

- Excellent interpersonal, written, and verbal communication skills.

Human Resources Generalist (Reg FT) Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262575>

Downloaded On: Sep. 16, 2025 4:45pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

- Handle sensitive information and situations with confidentiality, diplomacy, tact, discretion and professionalism.
- Routinely maintain and demonstrate excellent customer service skills in interactions with colleagues, OHR customers and other stakeholders.
- Strong organizational and time-management skills.
- Work independently and within a team environment.
- Exercise sound judgment.

Duties:

Duties may include, but are not limited to, acquiring extensive skills in one or more areas with knowledge of several others:

1. Recruitment & Employment Support

- o Coordinate, develop, facilitate and implement all phases of the recruitment and talent acquisition process, including posting jobs, recruiting, processing, communications, and hiring.
- o Collaborate with and provide direction to hiring administrators to ensure timely, consistent, efficient and equitable hiring practices.
- o Participate in onboarding and orientation programs to support a smooth transition for new hires.

2. Employee Relations & Support

- o Serve as a point of contact for employee inquiries related to workplace concerns, conflict resolution, and policy interpretation.
- o Provide guidance to supervisors and staff on performance management and workplace conduct.
- o Assist in handling low- to moderate-level employee relations cases in collaboration with Employee Relations Manager, OHR leadership, and Legal.

3. Benefits & Leave Administration

- o Administer employee benefits, changes, and education.

Human Resources Generalist (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262575>

Downloaded On: Sep. 16, 2025 4:45pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

- o Administer leave programs, including FMLA, short-term disability, and accommodations, ensuring compliance with applicable laws and policies.

- o Act as a liaison between employees and benefits providers.

4. HRIS & Data Management

- o Maintain and update employee data in the HR information system (HRIS).

- o Generate standard HR reports and assist with data tracking for compliance and analysis.

- o Ensure accuracy and confidentiality of records.

5. Compliance & Policy Implementation

- o Assist in interpreting and enforcing HR policies, ensuring compliance with institutional procedures and employment laws.

- o Support compliance audits, accreditation processes, and preparation of related documentation.

6. Performance Management & Development

- o Support annual performance evaluation cycles, tracking completion, communications and providing process guidance.

- o Support professional development initiatives, including training registration and tracking attendance.

- o Promote employee learning opportunities through internal and external resources.

- o Assist with the exit interview process and offboarding activities.

7. Compensation Management

- o Support processing annual increases and annual surveying/reporting.

- o Support job description review, job analysis, reclassification requests, and position control.

8. HR Projects & Program Support

Human Resources Generalist (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262575>

Downloaded On: Sep. 16, 2025 4:45pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

- o Lead or support departmental projects (e.g., policy updates, process improvements, wellness initiatives).

- o Participate in institutional committees or task forces representing OHR.

9. Communications & Employee Engagement

- o Contribute to the development of HR communications, newsletters, and updates.

- o Assist in organizing employee recognition and engagement programs or events.

10. Advisory & Administrative Support

- o Provide functional support to other OHR staff and areas when applicable or in the absence of other staff.

- o Collaborate with other OHR team members to ensure continuity of services and consistent practices across campus.

11. Perform other duties as required or as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

To view the full job posting and apply for this position, go to:

<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1828>

Contact Information

Human Resources Generalist (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=262575>

Downloaded On: Sep. 16, 2025 4:45pm

Posted Sep. 16, 2025, set to expire Jan. 10, 2026

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

NA

Community College of Allegheny County

,