



### External Job Posting

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| <b>Job Title:</b>                              | <b>Human Resources Generalist</b>    |
| <b>Department/Location:</b>                    | Human Resources/Corporate Office     |
| <b>Reports to:</b>                             | Director of People, Talent & Culture |
| <b>Position Supervises:</b>                    | N/A                                  |
| <b>Fair Labor Standards Act (FLSA) Status:</b> | Salaried, Exempt                     |
| <b>Employment Status:</b>                      | Full Time                            |
| <b>Revision Date:</b>                          | March 2021                           |

#### COMPANY PROFILE

Urban Land Interests (“ULI”) sets the standard for Class A office space in the downtown Madison market by providing services to tenants that meet their needs and exceed their expectations, paying attention to details, and taking the perspective of long term owners. ULI is urban focused, tenant centric, community minded and quality driven. Tenants are our most important stakeholders and employees are our most important asset.

Based on the capitol square, ULI employs approximately 120+ FT & PT employees, serves over 140 commercial, retail and restaurant tenants and manages 1.4 million square feet of Class A commercial office space and nearly 700 residential apartment units in downtown Madison.

#### JOB SUMMARY

While demonstrating impeccable customer service, the Human Resources Generalist will serve as the first line of employee relations for Urban Land Interests’ (“ULI”) 100+ team members primarily based in Madison, WI., including managing first impressions through recruitment and on-boarding, creating exceptional employee experiences and supporting best-in-class benefits and programs consistent with our Mission, Vision and Values.

In addition, this position will support the administrative functions for the Human Resources department to include but is not limited to: maintaining spreadsheets and trackers, updating org charts, drafting correspondence, scheduling meetings, and compiling metrics, leave management, unemployment, benefit enrollment, worker comp, generating offer & separation letters. This position will also serve as back-up to the Payroll Specialist.

#### ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Support Director of People, Talent & Culture and hiring managers with recruitment efforts including drafting new position descriptions, identifying sourcing opportunities, posting to job boards & social media, interviewing, initiating background and reference checks.
- Coordinate with managers to prepare orientation schedules, office/desk space and on-boarding materials for new hires. Develop, refine and deliver new hire orientations to provide a best-in-class onboarding experience.
- Work closely with Payroll Specialist on employee changes impacting bi-weekly payroll processing.
- Provide back-up to Payroll Specialist for processing bi-weekly payroll.
- Partner with managers on performance, development, training, and coaching discussions.
- Update employee changes information in payroll and appropriate benefit portals as needed.



- Maintain metrics and KPIs.
- Develop and implement employee engagement and recognition programs, events/activities.
- Create and lead monthly wellness initiatives.
- Assist with developing written policies and procedures.
- Lead the separation processes, including coordinating with the appropriate departments and conducting exit interviews.
- Perform data entry, report generation and associated maintenance/upgrades in payroll system.
- Respond to employee and vendor requests as it relates to payroll and benefit issues.
- Ensure proper documentation is obtained and retained for personnel files for active and terminated employees. Maintain orderly files according to record retention schedule.
- Assist with government reporting and filing requirements related to Affordable Care Act (ACA), OSHA, VETS, EEO, and E-verify.
- Administer leave of absences (WFMLA, FMLA, STD, LTD), coordinate with employees and vendors.
- Participate in the annual benefit renewals and lead the annual open enrollment process.
- Complete and submit worker's compensation (WC) and unemployment compensation claim forms.
- Manage, record and communicate injury recorded incidents; participate in safety initiatives.
- Perform other projects as assigned.

#### **JOB KNOWLEDGE, SKILLS & ABILITIES**

- Comprehensive knowledge of principles and practices of Human Resource Management including benefit programs and terminology.
- Superior customer service skills.
- High attention to detail.
- Payroll experience is a plus but not required.
- Exceptional oral and written communication skills.
- Experience handling sensitive information effectively.
- Strong analytical, problem solving, and decision-making skills.
- Work cooperatively with others to develop and implement effective solutions.
- Intermediate Word and Excel skills. Familiarity with social media and internet search engines.
- Ability to work independently and to establish, monitor, and achieve goals with minimal supervision.
- Ability to develop and maintain effective, collaborative relationships with team members and stakeholders at all levels of the organization.
- Demonstrate respect and sensitivity for others, inspire trust, and work with integrity and ethically.
- Ability to identify and resolve problems in a timely manner and gathers and analyzes information skillfully.
- The ability to adapt to change in the work environment, manage competing demands and ability to deal with frequent change, interruptions, delays or unexpected events.
- Use company values as described below to drive daily work and in interaction with others.

#### **EDUCATION/CERTIFICATION/LICENSURE**

- Bachelor's Degree in Human Resources or related field or equivalent education, training and experience.
- PHR or SHRM-CP preferred.
- Bi-lingual English/Spanish strongly preferred.



## EXPERIENCE

- 5-7 years of Human Resources experience.

## URBAN LAND INTERESTS' VISION, MISSION AND VALUES

### VISION

ULI will create and sustain exceptional buildings and tenant relationships that strengthen our communities.

### PEOPLE-FOCUSED CORE VALUES

Our employees, working with a shared vision of creating and sustaining buildings and tenant relationships that strengthen our communities, are the fundamental strength of our company. We achieve this vision through our people-focused core values.

- Tenants are the most important stakeholders in our business. Only by satisfying tenants first do we have the opportunity to satisfy our other stakeholders.
- Our employees are the fundamental strength of our company. We are a company that attracts, develops, retains, and provides opportunity for people who are committed to our shared vision and values. We will foster an environment of mutual respect and accountability.
- We build trust by acting with integrity in everything we do.
- We create value for the owners of the properties we manage and for our company by generating profit that allows us to do more for all of our stakeholders: tenants, owners, employees and our communities.
- We improve the quality of the urban environment in the communities we are part of.
- ULI will remain an independent privately-held company responsible for long term management of our properties.

### MISSION

Urban Land Interests manages, operates and invests in real estate with the perspective of long-term owners committed to improving the value of every building. We build long-term relationships with our tenants by providing services that anticipate and meet their needs and exceed their expectations. We create buildings of exceptional quality that provide attractive living and working environments by paying relentless attention to the details that separate good enough from outstanding.

## TO APPLY

Qualified candidates may forward a resume and cover letter to Human Resources at [HR@ULI.COM](mailto:HR@ULI.COM) and include "HR Generalist" in the subject line.