



Human Resources Generalist

JOB DESCRIPTION

Program:

Indirect/Administration

Summary:

Northwest Colorado Council of Governments ([NWCCOG](#)) is a dynamic, innovative regional organization ready for the first HR employee, a Human Resources Generalist (HRG), to work beside executive leadership to manage responsibilities that were dispersed across leadership, integrate recent system improvements, elevate all aspects of the employee experience, and assist & guide Program Directors in employee development, upskilling, succession planning, and risk management to take the organization to the next level. Three programs have multiple employees while ten single-incumbent (or two-person) programs require HR supports distinct from the largest programs, [Elevator Inspections](#) (9 to 11 employees) and [Energy](#) (now 28 up to 40 in 2026).

The ideal candidate will be a nimble, energetic HR Generalist, comfortable working as a partner in an adaptive environment. In addition to understanding employment law, compliance and risk management, the candidate will be forward-leaning and become invested in the success of the organization.

Founded in 1974, NWCCOG exists to identify and fill service gaps in the region as identified by the Membership through the [NWCCOG Council](#). This has evolved into an array of activities that share a sense of mission and purpose, from direct services to older adults, loans to small businesses, home weatherization for income qualified families to regional coordination for local governments in areas such as broadband, economic development, mobility, water quality, elevator inspections and board facilitations. NWCCOG strives to be an employer of choice with competitive benefits and wages.

Reporting Relationship and Location:

Reports to the NWCCOG Executive Director. Office is located at 249 Warren Avenue, Silverthorne, Colorado. NWCCOG employees work from dispersed locations across the region, including home offices and warehouse/office locations in Eagle County and Rifle. The HRG will be a regular presence in the Silverthorne office though willing and able to travel.

Wages and Benefits

Wage range for this position is \$79,167 - \$110,833. Full range of Benefit Package outlined on our [website](#). <https://www.nwccog.org/about/people/our-organization/employment-opportunities/> . Opportunity for bonuses.

Duties and Responsibilities:

Benefits Administration/Core HR Administration

- Serve as liaison and primary administrator to each of NWCCOG benefit partners, Colorado Retirement Association, CTSI (County Health Pool), Anthem BlueCross Blue Shield, Pinnacol, Unum, and Best Flex are current partners.
- Keep the Employee Benefit Guide and Paycom integrations updated and current.
- Monitor claim progress, maintain documentation, and ensure compliance with statutory and insurance reporting timelines.
- Manage timelines for other employee leave programs such as FMLA, HFWA, ADA accommodations, and other protected leaves. Coordinate communication between employees, supervisors, and benefits partners to ensure compliance and appropriate documentation.
- Administer the full cycle of workers' compensation claims, including educating employees and supervisors on reporting procedures, filing reports, coordinating with medical providers, injured employees, and the Town's workers' compensation insurance carrier.
- Oversee and ensure compliance with NWCCOG's poster requirements, maintaining all mandated postings in an up-to-date condition, properly displayed and visible to all employees.

Talent Acquisition, Onboarding & Offboarding

- Responsible for all tasks related to onboarding and offboarding employees at NWCCOG.
- Collaborate with program (hiring) managers offering the needed level of support, posting positions, reviewing job descriptions for accuracy, conducting new hire orientations, and completing exit interviews.
- Provide training for inexperienced users, support hiring managers with navigation and troubleshooting, schedule interviews, and ensure guidelines and policies are consistently and correctly applied.
- Assist NWCCOG Council in Executive Director searches, and the Executive Director in searches for Program Directors and Program Contractors.

HRIS System Administration & Data Management

- Serve as the Subject Matter Expert and primary administrator for NWCCOG's applicant tracking, onboarding, performance review, and payroll system (Paycom).
- Prepare and conduct internal individual and group training, serving as the main point of contact for technical or process-related questions.
- Support NWCCOG's compliance with record retention policies, maintaining organized electronic and physical HR files in accordance with legal and policy requirements.
- Utilize advanced technical reporting skills in Excel, Adobe Suite, and HRIS/Paycom platforms to independently manage HR processes, analyze data, maintain records, and produce accurate, professional work products.
- Coordinate with Finance office to ensure accurate pay and benefits.
- Maintain regular Wage Range analysis data for annual budget with Finance Office.

Human Resources and “the Employee Experience”

- Work closely with Executive Director, Finance Director and Program Directors to improve all aspects of employee experience including talent cultivation, onboarding, training, professional development, benefits, wellness while mitigating organizational risks.
- Develop, improve and implement NWCCOG guidelines, policies & procedures including updates to [the Employee Handbook](#).
- Communicate directly with Directors and employees to keep them aware of changes in benefits and policy in Monthly staff meetings, program meetings, and other forms of communication.
- Support NWCCOG’s Employee Wellness Committee by scheduling workshops, coordinating logistics, arranging lunches, and distributing communications to all employees.
- Manage and oversee the employee anniversary recognition process, including maintaining the employee tenure list, tracking service milestones and coordinates appreciation awards.
- Occasionally assist Executive Director in content development for facilitations for local government councils or local government staff to elevate NWCCOG as a resource and leader. Executive Director assists smaller municipalities with Manager searches and transitions. NWCCOG’s mission is to stay current with best practices and share innovations across jurisdictions; HR Generalist may aspire to become a leader in this content area for the region.

Criteria for Evaluation:

Evaluated on demonstrated quality, accuracy and consistency of work, thoroughness, initiative and motivation, attitude, mature judgment, flexibility, ability to perform effectively under pressure and meet deadlines, coordination with supervisors and others, growth in capabilities, skills, and technical abilities. Evaluated by the Executive Director bi-annually and more often if needed.

Qualifications:

- **Professional Certifications:** HR Certification (a PHR, PHR, or SHRM-CP) highly preferred.
- **Skills:** Advanced proficiency in MS Office suite, Adobe Suite, Excel, and HRIS/Paycom platforms.
- Experience with data visualization tools (Tableau) and workflow automation tools (Microsoft Power Automate) a plus. Must have a valid Colorado driver’s license and driving record suitable for insurability by NWCCOG's insurance provider
- **Education:** Bachelor’s degree in human resources management, Business Administration, or a closely related field preferred; an equivalent education, training, and professional experience considered.
- **Experience:** Minimum of three (3) years of progressively responsible experience in human resources administration, preferably within a public sector or multi-departmental organization. Experience supporting functions such as onboarding, performance management, employee wellness, safety programs, and regulatory compliance is highly desirable.

Submit cover letter, resume and three work-related references by February 2nd in Paycom through the NWCCOG [Careers portal](#). Direct questions to Executive Director, Jon Stavney jstavney@nwccog.org (970) 471-9050. Position is open until filled.

It is the policy of NWCCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual orientation, age, or disability.

Announcement:

NWCCOG seeks a full-time Human Resources Generalist (our first HR employee) to assist a growing organization in managing HR systems and elevating the employee experience to the next level. NWCCOG recently implemented the Paycom platform and updated many policies & practices, and is seeking an individual with the experience and skills to integrate and manage these elements, working alongside executive leadership. Job Description and Benefits outlined on the [website](#). Wage range for this position is \$79,167 - \$110,833 (DEQ) with full benefits. Submit cover letter, resume and three work-related references through Paycom portal on the Careers page by February 1, 2026. Direct inquiries to Executive Director, Jon Stavney, jstavney@nwccog.org 970 471-9050.