

HR Generalist

Classification

Non-Exempt

Reports to

HR Manager

JOB DESCRIPTION

Summary/Objective

The human resource generalist performs duties at the professional level in some or all of the following functional areas: employee relations, training, employment and the law, benefits management, recruiting and payroll functions. This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. The generalist must be sensitive to corporate needs, employee goodwill and the business needs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee Benefits

- a. Monitors employee eligibility for benefits plans. Reviews benefits with employees and processes enrollment, cancellation or changes. Organizes and manages annual open enrollment communications and election process. Maintains and distributes list of new and cancelled employees under each benefit plan. Verifies benefit billing accuracy and processes for payment.
- b. Administers COBRA for group health plans.

2. Recruitment

- a. Interviews, screens and recruits job applicants to fill entry-level, professional and technical job openings. Conducts recruitment efforts for all exempt and nonexempt personnel, conducts new employee orientations, writes and places advertisements.
- b. Reviews applications and interviews applicants to match experience with specific job-related requirements.

3. Safety Compliance

- a. Safety Compliance Program – assist with safety meetings and compliance, safety policies and procedures.

4. Workers Compensation

- a. Assist with workers compensation management.

5. Documentation & File Maintenance

- a. Maintains all employee and applicant documentation as dictated by governing agencies.
- b. Manages and tracks all employee disciplinary action.
- c. Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
- d. Conducts Exit Interviews.
- e. Assists in the development and implementation of personnel policies and procedures.

6. Employee Relations Facilitator

- a. Employee relations.
- b. Assist with monitoring employee performance evaluations, ensuring they are done in a timely manner (i.e., three months, six month, one year and yearly thereafter).
- c. Facilitates or provides training (including orientation) to the workforce.

Competencies

1. Business Acumen.
2. Communication.
3. Consultation.
4. Critical Evaluation.
5. Ethical Practice.
6. Global & Cultural Awareness.
7. HR Expertise.
8. Relationship Management.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday 8am to 4:30pm, Friday, 8:00 a.m. to 4:00 p.m.

Travel

Local travel to various worksites required.

Required

1. Bachelor's degree
2. Three to five years of HR experience.

Preferred

1. PHR, SPHR, SHRM-CP, SHRM-SCP certification.
2. Experience with Safety Policies and Procedures, Cal OSHA, Fed OSHA

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.