

Job Title: Human Resources Generalist
Department: Human Resources
Division:
FLSA Status: Salary
Reports to (Position Title): Manager HR
Work Schedule: 8:00 to 4:30
Job Code & Description:

General purpose: Perform activities in the Human Resource area with regards to full service to employees in all aspects of the Human Resources office.

Essential Duties & Responsibilities:

- Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers, or promotions, using human resources management system software.
- Maintain all transactions in the HRIS system with regards to leave time, adjustments and overages.
- Maintain all garnishments, tax issues and personnel files.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Process hiring-related paperwork and schedule, conduct new employee orientations.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Maintain and update human resources documents, such as organizational charts, employee handbooks, human resources internal forms.
- Confer with Manager to develop or implement personnel policies or procedures.
- Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Coordinate drug testing and background checks on potential job applicants.
- Audit and process monthly vendor statements timely
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Perform other related duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of state and federal laws as it pertains to Human Resources
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to listen to and understand information and ideas presented
- The ability to communicate information and ideas in writing so others will understand.

Minimum qualifications:

- Bachelors degree in Human Resources preferred but not required
- Minimum four plus years of direct experience in Human Resources

Preferred Qualifications: (this section you can include education and experience above the minimum required, or specific description of the types of experience, types of degrees, as well as additional training, certifications etc.)

- SHRM/PHR Certification
- Experience with federal contracts and certified payroll processes. Security clearances.
- Bilingual speaking proficiency in Spanish/English

Reporting to this position: Manager of Human Resources

Conditions of Employment:

- Conditions: Background Check
- Unusual Circumstances related to position (ie. require travel, work evenings and/or weekends, blackout periods, etc.)

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift up to (15) pounds. Specific vision abilities required by the job include close vision, distance vision.
- *Work environment:* While performing the duties of the job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.
- *Required training:* Handbook orientation, Anti-Harassment, Hazard Communication, Emergency Plans & Fire Prevention, Personal Protection Equipment. (additional training may be added, SEE: Safety Program if required)

General sign-off: The employee is expected to adhere to all company policies.

I have read and understand this explanation and position description.

Signature: _____ Date: _____

Human Resources:

Date Created/Revised: October 23, 2019