



Human Resource Generalist

Classification

Exempt

Reports to

Director, Human Resources

Date

July, 2017

JOB DESCRIPTION

Summary/Objective

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting the company's strategic objective. This position carries out day-to-day responsibilities in Payroll, HRIS, New Employee Orientation, Workers Compensation, Healthcare Benefits, Unemployment, FMLA, Training, Employee Relations and other miscellaneous HR related duties.

Essential Functions

- Maintains employee personnel files.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; Periodically audits Forms I-9.
- Completes affirmative action plan and works with agencies where required.
- Distributes and monitors employee performance evaluations and ensures they are completed in a timely manner.
- Reports, maintains and monitors all workers' compensation case files; follows-up on open cases. Maintains OSHA log and annual reporting.
- Coordinates all benefit administration including open enrollment.
- Coordinates enrollment for COBRA for group health plans.
- Processes all payroll transactions including promotions, salary adjustments and commissions.
- Ensures compliance regarding Medicare Part D and ACA year-end reporting.
- Maintains all employee and applicant documentation as dictated by governing agencies
- Manages vendor to conduct background checks for employees.
- Manages and tracks all employee disciplinary action.
- Maintains and processes all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner. Attends appeal hearings as required.
- Monitors tardy and absenteeism reports and ensures proper documentation is issued on

employees who have excessive tardiness or absenteeism problems. Tracks vacation, sick and personal days.

- Processes and tracks terminations including reason for resignation.
- Maintains stats for the Department of Labor on a monthly basis
- Plans and coordinates misc. company activities
- Secretary to safety committee activities (responsible for minutes and reporting)
- Manages the ISO document control system.
- Administers recognition programs.
- Administers annual hearing testing.

HR Generalist Activities

- Works closely with temp agencies to fill plant roles and assists with recruitment tasks as required including testing of technical competencies.
- Establishes and extends employment offers as required.
- Conducts New Hire Orientations
- Employee specialist for hourly workers
- With management support, maintains and assists with development of policies (i.e. Personnel Policy Manual)

Competencies

1. Relationship Management
2. Communication (Written and Verbal)
3. Consultation
4. Problem resolution
5. Ethical Practice
6. Cultural Awareness
7. Multi-tasker
8. Can-do Attitude

Required Education and Experience

1. Bachelor's degree or the equivalent years of experience.
2. Experience in the administration of benefits and payroll.
3. Experience in employee relations
4. Proficient in HR Systems

7/11/2017