



<b>Job title</b>	<i>Human Resources Generalist</i>
<b>Reports to</b>	<i>Controller</i>

### **Job purpose**

This position is responsible for coordinating the human resource activities of the company in the areas of recruitment, benefits, retirement, employee compensation, orientation, personnel policies, and regulatory compliance. Additionally, this position is charged with office management responsibilities to oversee the operations of the office and ensure that it runs smoothly.

### **Duties and responsibilities**

- Maintains organization staff by establishing a recruiting, testing, and interviewing program; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Prepares weekly payroll and assists with discrepancies or issues.
- Participates in company safety programs by ensuring up-to-date certifications.
- Maintain records and compile reports concerning personnel-related data such as hires, transfers, performance appraisals, workplace safety and equal opportunity for employment.
- Directly supervise receptionist and general office-keeping such as ordering office supplies.
- Provide day-to-day employee relations as well as plans and coordinates company events.
- Maintains and informs employees of benefits as well as monthly reconciliations; processing of worker comp claims.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains record-keeping for company policies and procedures documentation.
- Maintains and updates the Employee Handbook and ensures employee adherence to Company policy and applicable employment law.
- Responsible for new-hire and termination processing of paperwork and communications.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related assignments as needed.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Manages Trip Reduction Program to ensure compliance with applicable state and federal laws.
- Performs other duties as assigned

### **Qualifications**

- Knowledge of the principles of personnel/HR management including interpretation of federal and state laws, rules and regulations
- Knowledge of the principles of benefits, retirement, class and compensation, recruitment and retention administration
- Knowledge of the principles of organizational development and staff training
- Must exercise extreme sense of confidentiality and sense of urgency
- Skilled communicator in both an oral and written context, and a skilled presenter to all levels of internal or external contacts
- Must be a team player and willing to perform cross functional tasks.
- Must have good negotiation, prioritization and organizational skills and meet deadlines.
- Strong presentation skills
- PHR, SPHR or other HR certification preferred.

### **Working conditions**

The noise level in the work environment is usually moderate.

### **Physical requirements**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

### **Direct reports**

Receptionist

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