

<b>Job Title:</b>	HR Generalist	<b>Supervises:</b>	NA
<b>Department:</b>	Human Resources	<b>Manager:</b>	Human Resource Manager
<b>Job Grade:</b>		<b>Status:</b>	Full-time, Exempt
<b>Approved by:</b>	Deb Moorman, HR Manager	<b>Last Updated:</b>	January 2025

## POSITION SUMMARY

The HR Generalist is both a strategic and hands-on role that provides full cycle human resource support to all Alexandria Industries locations. This position is critical in executing our people initiatives, driving HR functional excellence and process improvement, and providing great internal customer support in a variety of key areas: recruitment and onboarding, organizational planning and development, performance management and improvement programs, employment law and compliance, HRIS, policy development and documentation, employee relations, compensation and benefits administration, and rewards and recognition.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following description of work to be performed by this individual is not intended to be all-inclusive. Rather, it focuses on the major tasks that must be accomplished.

- Ensure that safety is always the number one priority at Alexandria Industries; promote and support a safe work environment and safety oriented culture by following all safety programs and guidelines
- Monitor the accuracy of business system information
- Play an active role in recruiting, onboarding, employee engagement and retention activities and strategies
- Build and develop effective relationships with leaders across the organization in order to develop strategic HR solutions that address business challenges
- Actively model and reinforce the A.I. culture through programs, policies, procedures, and interactions
- Provide proactive employee relations support to leaders across the organization, conduct workplace investigations when necessary, advise and coach during disciplinary procedures
- Drive continuous improvement initiatives in systems and programs including onboarding, performance and development planning, talent and succession planning, etc.
- Provide authentic and constructive coaching to all employees, managers and executives
- Review and analyze business metrics including data on retention and employee experience in order to recommend improvements
- Work with HR Manager to provide compensation support including recommendations for and final approval of pay/position changes and printing total compensation statements for reviews
- Work with leadership and employees to address various employee relations issues, fairly representing all interests
- Process payroll changes: new employees, pay changes, benefit changes (ELB & PTO, etc.), employee status changes, garnishments, employment verifications, unemployment, etc.
- Update and maintain employee insurance information: enrollments, report of changes, claim issues, supplemental life, flexible spending accounts, disability insurance, etc. to include working with vendors and brokers to assist and resolve employee issues
- Ensure job descriptions are accurate and up to date
- Provide exceptional customer service to all employees via the HR hotline, email, in person conversations, etc.
- Coordinate 401(k) meetings and communications
- Oversee and audit FMLA and other leaves of absences
- Coordinate employee gatherings and other events as needed
- Order AI logo items
- Help promote and administer the A.I. wellness program

- Oversee worker's compensation activity; process first report of injury, provide case management, follow up, etc.

#### **OTHER JOB DUTIES** (Not considered essential to the job)

- Perform all other related assignments (including special projects) as required in a professional and cooperative manner.

#### **MINIMUM QUALIFICATIONS**

1. Education:
  - Bachelors degree in Human Resources or related program preferred
  - SHRM Certification preferred
2. Experience:
  - 4+ years of progressive human resources experience
  - Experience working in a manufacturing environment preferred
3. Other required Knowledge, Skills, and Abilities:
  - Strong computer skills (Microsoft Suite)
  - Self-directed, able to take initiative and exercise independent judgment
  - HRIS system knowledge and UKG experience preferred
  - Ability to create, foster and grow business relationships with leadership and team members
  - Must be a highly organized and self-motivated individual able to handle multiple tasks and meet deadlines in a fast-paced environment
  - Willingness and ability to develop a working knowledge of Alexandria Industries' business and facilities in support of the Company goals and initiatives
  - Ability to support business units with numerous high priorities in multiple locations
  - Mature judgment and ability to handle sensitive situations and confidential information with professionalism
  - Excellent oral and written communication skills
  - Ability to understand and utilize HR metrics to track and improve on key processes
  - Knowledge of federal, state, local labor and employment laws
  - Credible, with excellent business acumen and high level analysis skills
  - Strong team focus with the ability to work effectively in a professional and team environment
  - Ability to travel as required (5-10%)

#### **EQUIPMENT USED**

- Office equipment (computer, phone, printer, scanner and copier)

**TYPICAL ENVIRONMENTAL AND PHYSICAL REQUIREMENTS**

R = Rare (0-5% of workday)	O = Occasional (6% - 33% of workday)	Frequency			
F = Frequent (34% - 66% of workday)	C = Constant (67% - 100% of workday)	R	O	F	C
<b>Environmental Requirements</b>					
Exposure to dust, fumes, odors, mists, toxic gases, poor ventilation, anti-neoplastic, agents, adhesives, and chemical hazards	X				
Exposure to extreme cold temperatures (below 32° > an hour, not weather related)	X				
Exposure to extreme hot temperatures (above 100° > an hour, not weather related)	X				
Exposure to loud noises, moving, mechanical parts		X			
Indoors					X
Outdoors	X				
Working on unprotected heights	X				
<b>Physical Requirements</b>					
Balancing	X				
Bending		X			
Carrying (anything 40+ pounds requires a team lift or crane operation)					
0 – 10 pounds			X		
11 – 20 pounds		X			
21 – 30 pounds		X			
31 – 40 pounds	X				
Climbing: <input checked="" type="checkbox"/> stairs <input type="checkbox"/> ladders <input type="checkbox"/> ramps		X			
Communication (verbal and written)					X
Crawling / Kneeling / Squatting	X				
Driving automotive equipment	X				
Foot Controls	X				
Hearing (perceive nature of sounds or receive information by means of ear)					X
Lifting: to/from floor to waist level (anything 40+ pounds requires a team lift or crane operation)					
0 – 10 pounds		X			
11 – 20 pounds		X			
21 – 30 pounds	X				
31 – 40 pounds	X				
Lifting: overhead (anything 40+ pounds requires a team lift or crane operation)					
0 – 10 pounds	X				
11 – 20 pounds	X				
21 – 30 pounds	X				
31 – 40 pounds	X				
Pulling/Pushing		X			
Reaching: above shoulder level		X			
Reaching: forward reach			X		
Repetitive Motion: <input checked="" type="checkbox"/> hands <input checked="" type="checkbox"/> wrists <input checked="" type="checkbox"/> fingers <input checked="" type="checkbox"/> arms					X
Sitting					X
Standing		X			
Vibration	X				
Vision: near acuity, far acuity, distinguishing colors, depth perception					X
Walking		X			
Work space <input checked="" type="checkbox"/> open (movement not restricted) <input type="checkbox"/> confined (movement restricted)					X