

Position Title: Human Resources Generalist
Department: Human Resources
Reports To: Human Resources Supervisor
Revision Date: 10/30/2024

FLSA Status: Exempt

Summary

The Human Resources Generalist position is a key position that provides support and guidance to the organization and all coworkers. This position is responsible for all human resource and people-focused functions such as talent acquisition, employee relations, training, performance management, onboarding and general administrative support to the business. This position will also own and execute projects that support continuous improvement for the Human Resources (HR) and the entire organization.

Essential Job Functions

- Responsible for support of internal and external inquiries, requests and needs from coworkers and the organization.
- Engage in and promote effective employee relations. Initiates and is proactive with employee coaching and development. Resolves employee issues by identifying problems and resolutions.
- Collaborate cross-functionally and assists as needed with business units and levels throughout the organization.
- Recruit, interview and facilitate the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings, progressions and promotions.
- Prepare job bids, employment ads and postings as needed.
- Coordinate and record all pre-employment testing requirements.
- Prepare, update and conduct new hire orientation as needed.
- Attends, collaborates and makes recommendations in employee disciplinary meetings, performance improvement plans, terminations and investigations.
- Work with supervisors, managers and coworkers to investigate and resolve employee relations issues.
- Perform data entry through various forms and programs as needed including E-Verify, JDE etc.
- Cross-train and provide backup of HR personnel and duties.
- Monitors the performance management procedures and program and makes recommendations and improvements in partnership with supervisors and managers.
- Support and manage union relations, grievances and arbitration as needed and required by site.
- Prepare documentation and maintain employee personnel records as needed.
- Participate in development of HR objectives and systems, including metrics, queries, and ongoing reports for company requirements.
- Conduct Exit and Stay Interviews.
- Participate in safety incident investigations and continuous improvement projects.
- Train and support current and new supervisors as needed.
- Research, prepare and conduct training for the organization as needed for improved or new processes.
- Support unemployment hearings.
- Assist with maintaining the HR budget.
- Ensure compliance with local, state and federal laws and regulations.
- Regular, in-person attendance due to necessary teamwork and personal interactive nature of this position.
- Additional duties and projects as assigned.
- Overtime is a mandatory condition of employment and frequent in this position.

Knowledge, Skills, Abilities (Competencies)

- Knowledge of principles and procedures for employee selection, development, and training.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Ability to work well under pressure, manage time effectively, and remain organized in a constantly changing environment.
- Ability to work independently or in a team.
- Ability to establish and maintain working relationships with individuals at all levels.
- Manage and prioritize multiple tasks and projects in parallel in a time sensitive environment.
- Proficient with Microsoft Office Suite or related software.

- Proficient with HRIS and talent management systems.
- Ability to act with integrity, professionalism and confidentiality.
- Strong decision-making and problem-solving skills.

Education and Experience

- Associates or Bachelor's degree in related field preferred. Related experience may be substituted for degree.
- Three (3) to five (5) years of related experience is required for this position.
- SHRM-CP or SHRM-SCP Certification desired.

Physical Requirements

	Percentage of work time spent on activity		
	1%-33%	34%-66%	67%-100%
Seeing: Must be able to see well enough to read documents, operate vehicles, and see computer screen.			X
Hearing: Must be able to hear well enough to communicate with team members and management and listen to equipment.			X
Standing/Walking: Must be able to move about the production area by stepping over and/or bending under objects; and the ability to stand up to 1 hour.		X	
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items from the floor.	X		
Lifting/Pulling/Pushing: Must be able to lift 10 pounds with or without reasonable assistance.	X		
Grasping/Feeling: Must be able to grasp and use equipment and tools.	X		

Working Conditions

Professional office environment with some manufacturing shop environment. Use of standard office equipment (computers, phones, copiers, and filing cabinets, etc.). Frequent presence on the manufacturing floor. Exposure to conditions, such as: dust, fumes, noise and high-degree varying seasonal temperatures.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date