



Position Description

Title: Human Resources Generalist
Department: Human Resources
Supervisor: Director of Human Resources
Status: Hourly; Non-Exempt; Non-Bargaining; Part-time
Hours: Monday-Friday; Varies

Summary:

The Human Resources Generalist will provide support in routine functions within the Human Resources department including recruitment, onboarding, and records maintenance.

Essential Duties & Responsibilities:

The following is intended to describe the general content of and requirements for the performance of this job. This job description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Other duties may be assigned as required.

- Assists with the recruiting process by posting job openings internally and externally, source candidates, and perform prescreen interviews.
- Ensure background checks and pre-employment documents are collected to ensure the minimum hiring requirements are met.
- Handle all administrative tasks for onboarding and new hire orientation to deliver an exceptional first-day experience.
- Enrolls new employees in benefit plans, processes status changes, communicates changes and assists employees with questions and/or benefit problems.
- Manages the Company Drug-Free Workplace and Alcohol Substance Abuse Programs.
- Tracks driver's license and DOT Medical Certification expiration dates for employees with CDL and For Hire licenses.
- Keeps accurate and current records of insurance coverage, pension plan, grievances, training, and personnel transactions such as hires, promotions, and terminations.
- Serves as the primary backup for payroll processing.

Qualifications: Individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Reasoning Ability: This position requires the ability act with integrity, professionalism, and confidentiality.

Education and/or Experience: A minimum of an Associate degree in Human Resources or related field along with a minimum of two (2) years hands-on experience in a related position or equivalent combination of education and experience.

Language Skills: Exceptional written, verbal and interpersonal communication skills are required.

Mathematical Skills: Ability to perform basic math and accounting procedures.

Certifications, Licenses, Registrations: Human Resources certification is a plus and a valid driver's license.

Other Skills and Abilities: Have general knowledge of employment law and best practices. Proficient in Microsoft Office.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is occasionally required to climb or balance, stoop or kneel. Normal talking and hearing abilities, without remedial medical equipment, are necessary. Specific vision abilities required by this job include close vision, the ability to adjust focus and hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee frequently is required to stand, sit, talk, hear, walk, use hands or finger, handle or feel, stoop, kneel and crouch. The employee must occasionally lift and/or move more than 25 pounds.

Work Environment: Work is performed in the administration office. The noise level in the work environment is usually quiet to moderate; noise levels may increase depending on activities or events in the facility.

Supervisory Responsibilities: None

I have read and understand the requirements of this position and am able to carry out the essential functions of the position with or without a reasonable accommodation.

Employee

Date

Human Resources

Date