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| **Position Title:** | Human Resources Generalist | **Grade:** | |  | |
| **Reports To:** | President | **Date Revised:** | | 08/14/2018 | |
| **Position Summary:** | | | | | |
| Build and sustain a Positive Work Environment through personnel recruitment, selection, training and development; Benefit administration, Planning and coordination safety programs; and administration of policies, procedures and personnel practices. | | | | | |
| **Job Duties:** | | | | | |
| The role of Human Resources Generalist will be effectively fulfilled by completing the following duties to safety, quality, productivity and collaboration expectations:   1. Coordinate with Recruiting and Selection Process 2. Coordinate Recruiting efforts with recruiting agencies to ensure agencies are actively advertising and recruiting sp that positions are filled according to approved timelines and protocol. 3. Maintain current job descriptions 4. Facilitate accurate and prompt processing of manpower request documents. 5. Facilitate appropriate recruiting media and prepare internal and external position postings. 6. Build and sustain constructive relationships with identified advertisers, recruiting firms and college/university department chairpersons and career service offices. 7. Maintain accurate recruiting records, documents and data so they are easily accessible by approved personnel. 8. Facilitate the Van Gorp selection process according to approved timelines and protocol. 9. Execute screening operations; coordinate participant schedules and prepare documents for candidate interviews. 10. Complete post interview notification and documentation promptly and accurately. 11. Ensure offer process is carried out with high acceptance rate 12. Conduct post-offer, pre-employment procedures promptly according to approved protocol and timelines. 13. Maintain accurate applicant screening, interview and post offer record keeping and document maintenance. 14. Process new employees, payroll, IT access, tooling, orientation, policies and procedures 15. Coordinate wage and benefit packages 16. Prepare annual wage and salary proposals 17. Facilitate the renewal process with Van Gorp President and benefit providers 18. Coordinate employee enrollment in selected benefits 19. Coordinate employee benefit enrollment changes, reconcile monthly 20. Coordinate COBRA paperwork process to terminated employees losing coverage. 21. Coordinate and maintain Van Gorp training plans according to approved timelines and protocol. 22. Collaborate with appropriate managers to prepare curriculum and training schedules for orientations, new position trainings, seminars, workshops and other continuing education events. 23. Collect, organize and maintain training data consistently and systematically. 24. Summarize, analyze and disseminate training data to appropriate personnel according to protocol and timelines established for management. 25. Assist management in identification, organization and execution of strategic and department training objectives. 26. Coordinate the Van Gorp career development according to approved timelines and protocol. 27. Prepare appraisal packets for managers that include past appraisal results, training records, job descriptions, corrective actions and professional development plans if appropriate. 28. Facilitate accurate and prompt processing of performance appraisals and professional development plans by establishing and communicating routine schedules; forwarding required documents; coaching managers to effectively appraise and support growth of assigned personnel; and systematic following up to ensure plan execution. 29. Record appraisal data and file documents in an organized manner that permits easy and fast access by approved personnel. 30. Assist management in execution of other career development related activities like conducting exit interviews; ensuring necessary employment termination paperwork is completed; maintaining current corrective action forms and records; keeping managers up-to-date on policies, procedures and handbook practices. 31. Administer Van Gorp policies, procedures and personnel practices. 32. Submit payroll information to third party to be processed. 33. Remain current on human resource “best practices”, laws and other regulations affecting policies and procedures. 34. Review and update policies and procedures in light of changing company needs, legal requirement and/or “best practice” guidelines. 35. Promote consistent policy and procedure utilization and legal compliance by providing management with technical assistance, training and interpretation of policies, procedures, laws, standards, or regulations. 36. Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns. 37. Maintain HR, safety and environmental records as required by governing agencies. 38. Plan, implement and coordinate Environmental Health & Safety programs to prevent or correct unsafe environmental working conditions. 39. Collaborate on investigations of industrial accidents, injuries or occupational diseases to determine causes and preventive measures. 40. Review findings from accident investigations, facilities inspections or environmental testing with management team. 41. Maintain environmental reports and data collections records to maintain compliance with regulations. 42. Participate in ISO committee. 43. Maintain confidentiality in all areas of responsibility. 44. Attend meetings and conduct presentations as required. 45. Complete projects and other duties assigned by President. 46. Communicate with all levels of company personnel. 47. Performs other duties as required. 48. Adhere to company Ethics and Environmental Programs, State and Federal Environmental Compliance Programs and adhere to ISO 9001 Standards. | | | | | |
| **Qualifications/Skills Required:** | | | | | |
| * A bachelor’s degree from a four-year college or university or the equivalent combination of education and experience. * 5 years of human resources experience. * Attention to detail with the ability to organize, prioritize and generate positive results. * Must possess excellent computer skills.. * Excellent verbal and written communication skills required. | | | | | |
| **Approved by:** |  | | **Date:** | |  |
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| **Approved by:** |  | | **Date:** | |  |