JOB DESCRIPTION

JOB TITLE:	Human Resources Generalist	**EFFECTIVE DATE:**	7/13/15
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JOB SUMMARY: The HR Generalist is responsible for managing and coordinating Hemm's human resource functions. Primary areas of focus include risk reduction, staffing, oversight of employment practices and programs, compliance with state regulations, and record maintenance.

Key accountabilities in order of priority and with ideal time allocations are:

1. Works in conjunction with company management to drive Hemm's employee value proposition, communication, productive working relationships and an environment of cooperation in order to continuously improve our culture. (35%)
2. Actively creates a high quality candidate pool and oversees the hiring process to meet the organization's staffing requirements. (25%)
3. Manages the organization's HR risk to minimize corporate liability. (20%)

Note: Twenty percent of time is reserved for ancillary responsibilities, interruptions and unplanned activities.

ESSENTIAL JOB FUNCTIONS: The responsibilities listed are fundamental to the position and must be performed successfully to achieve the key performance objectives of the role. Other responsibilities may be assigned.

Interpersonal Responsibilities

1. Maintains open communication, productive working relationships and an environment of cooperation among company personnel; ensures that all employees are aware of and understand company policies and procedures affecting their employment. Acts as organizational HR liaison to assist in coordinating answers for HR related inquiries related to personnel or HR issues, policies, benefits, etc.
2. Works directly with the Company's management team to assist them in carrying out their responsibilities on HR and risk management matters.
3. Participates in community initiatives to build exposure and develop relationships that facilitate creating a candidate pool to meet organizational needs.
4. Builds, maintains and leverages within the community to increase company exposure and develop relationships that facilitate creating a candidate pool to meet organizational needs.

Operational Responsibilities

1. Works with managers to anticipate staffing requirements; creates job postings, employment advertisements; coordinates assists management in applicant screenings, coordinates interviews, conducts and/or coordinates pre-employment testing, pre-employment drug testing, reference verifications and background investigations, and follows-up with applicants, as appropriate.
2. Reviews and tests candidates for potential employment qualifies candidates, interviews job candidates; conducts and/or coordinates reference verifications, background investigations and assists management in hiring decisions.
3. Manages employee communications; proactively creates and distributes relevant company information throughout the organization on a variety of topics including the Hemm's employee value proposition, team member and project accomplishments, anniversaries, and noteworthy news items. Utilizes newsletters, social media and other platforms to keep employees informed and engaged.

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4. Assists in planning and coordinates employee development and training programs; assists in tracking employee training progress to ensure employees have the appropriate opportunities for career development.
5. Conducts new hire orientations; reviews key employment policies, and ensures all relevant paperwork and documents needed for payroll are completed and processed.
6. Administers the on-boarding process; conducts employee orientations and ensures employees are aware of key employment policies and properly complete the company-sponsored benefit enrollment and payroll paperwork.
7. Obtains sizing and orders uniforms for all new employees and replacements uniforms as necessary.
8. Conducts exit interview, processing accurate termination documentation and return of company assets.
9. Monitors, distributes and tracks performance evaluations and associated metrics; drives the completion of the organizational peer performance questionnaires.
10. Assist in obtaining position role clarity and completing job descriptions.
11. Assists in developing appropriate messaging and marketing collateral for career fairs; acts as and/or designates a company representative for career fair events.
12. Oversees the completion of wage and salary reports and surveys for new and existing positions.
13. Manages unemployment and workers' compensation claims; works in conjunction with PES to create responses to requests for information; assists with hearing representation; provides guidance regarding claims settlement.
14. Works in conjunction with Pinnacle to identify relevant BWC programs to reduce costs and ensures program requirements are met; participates in or completes required BWC education trainings as necessary.
15. Maintains and treats as confidential all employee personnel files, performance evaluations, payroll records, training records, medical records, and all other pertinent documents and data as necessary; implements a system with procedures and controls for disposing of records in accordance with applicable retention requirements.
16. Assists in reviewing voluntary benefit programs, plan designs, and cost proposals; gathers census information and other necessary documents for open enrollment; administers annual open enrollment and ensures employee plans are accurately updated.
17. Facilitates the termination process, in conjunction with direct manager/supervisor; ensures appropriate documentation and coaching protocols have been followed to minimize company risk.
18. Monitors compliance with federal and state employment laws and regulations; coordinates research and internal audits; ensures reports audit findings to management; leverages third party consultants to mitigate risk.
19. Stays abreast of HR related trends and regulatory changes, and introduces new guidelines where applicable.
20. Administers Family Medical Leave Act (FMLA) benefits including completion of required paperwork and works in conjunction with Payroll to accurately track usage.
21. Maintains and coordinates company handbook updates; communicates updates and obtains appropriate employee acknowledgments.
22. Facilitates the organization's monthly EVP committee meetings.
23. Drives the coordination and organization of company sponsored events, blood drives, and charity campaigns.

PERFORMANCE FACTORS: The performance factors described here are core abilities that translate into desired on-the-job behaviors which contribute to the employee successfully achieving the performance objectives of this job and carrying out the assigned responsibilities.

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1. **Self-Management:** Independently pursues business objectives in an organized and efficient manner; prioritizes activities as necessary to meet job responsibilities; maintains required level of activity toward achieving goals without direct supervision; minimizes work flow disruptions and time wasters to complete high quality work within a specified time frame.
2. **Diplomacy and Tact:** Maintains positive relationships with others through treating them fairly; demonstrates respect for others; understands and values differences between people; respects diversity in race, national origin, religion, gender, life style, age and disability.
3. **Employee Development/Coaching:** Expresses confidence in others' ability to perform; identifies developmental needs; encourages initiative and improvement; provides opportunities for training; gives new, difficult and/or challenging work assignments; acknowledges and praises improvements; trains, coaches and mentors others to develop; views mistakes as opportunities for learning; promotes learning and growth.
4. **Leadership:** Inspires others with a compelling vision; takes risks for the sake of principles, values or missions; builds trust and demonstrates integrity with noticeable congruence between words and actions (walks their talk); demonstrates optimism and positive expectations of others; delegates appropriate responsibilities and authority; involves people in decisions that affect them; addresses performance issues promptly, fairly and consistently; adapts methods and approaches to the needs and motivations of others; makes decisions to avoid or mitigate the negative consequences for people; demonstrates loyalty to constituents.
5. **Decision Making:** Demonstrates an ability to make difficult decisions in a timely manner; gathers relevant input and develops a rationale for making decisions; evaluates the impact or consequences of decisions before making them; acts decisively despite obstacles, resistance or opposition; accepts consequences of decisions; willing to correct erroneous decisions when necessary; defends rationale for decisions when necessary.
6. **Problem Solving Ability**: Utilizes logic and systematic processes to analyze and solve problems; defines the causes, effects, impact and scope of problems; identifies the multiple components of problems and their relationships; prioritizes steps to solution; develops criteria for optimum solutions; evaluates the potential impact of possible solutions and selects the best one.
7. **Resiliency:** Continues toward goals in the face of difficulty and adversity; handles criticism and rejection from others with objectivity; recovers quickly from personal setbacks; moves past unforeseen obstacles without unnecessary delay.

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.

The physical demands of this position require the ability to communicate orally and in writing, hear at a conversation level, distinguish between basic colors and shades, use vision for depth perception and operate a motor vehicle.

While performing the duties of this job, the employee will continuously (67-100% time on job) use fingers for typing. Frequently (34-66% time on job), the employee will sit, climb stairs and have wrists in prolonged position of flexion or extension. Occasionally (6-33% of time on job), the employee will be required to stand, walk, use gripping pressure, carry and lift up to 10 pounds and twist or bend wrists. The employee will infrequently (2-5% time on job) be required to lift 10-35 pounds. The employee will rarely (1% time on job or less) be required to stoop, kneel, reach or pull up to 20 pounds for 50 feet.

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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee will continuously (67-100% time on job) work indoors and in a confined space, such as an office. The employee will frequently (34-66% time on job) work alone. The employee will occasionally (6-33% time on job) be required to work outdoors. The employee will infrequently (2-5% time on job) be required to travel by car and have a maximum of 2 night stays. The employee will rarely (1% time on job or less) be required to work in temperatures below 55° F, in heat above 90°F, work around moving vehicles.

The employee will rarely (1% time on job) be required to wear eye protection or a hard hat.

MINIMUM QUALIFICATIONS

1. **Experience:** 5-8 years human resources experience with solid experience in staffing/recruiting, training and employee relations and communications.
2. **Reasoning and Development:** Apply business management principles to define problems, collect data, establish facts, and draw valid conclusions. Deal with several abstract and concrete variables.
3. **Mathematical Development:** Perform basic arithmetic operations computing ratios, rates and percentages. Draw and interpret bar graphs.
4. **Language Development:** Ability to read technical journals, financial reports, legal documents, workplace rules and procedures; prepare business letters, summaries, and reports, using a prescribed format and conforming to all rules of punctuation, grammar, diction and style; speak with poise and confidence, using correct English.
5. **Licensures and Certifications:** PHR or SHRM-CP preferred.
6. **Education:** Bachelor's degree preferred but not required.