



JOB DESCRIPTION

Job Title:	HR Generalist	Reports to Job Title:	HR Director
Department:	Human Resources	Division:	Administrative
Direct Report(s):	None	FLSA Status:	Non Exempt
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Revised Position	Last Revised:	12/27/2017

SUMMARY:

The Human Resource Generalist assists or performs duties at the professional clerical level in some or all of the following functional core areas of the HR Department: new hire orientation, termination process, recruitment, benefits administration, risk management, payroll, metrics, employee engagement, HRIS and training. This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. The HR Generalist must be sensitive to compliance needs, employee goodwill and the business needs.

ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Maintains all employee and applicant documentation for new hire, promotion and termination as dictated by federal and state regulations.
2. Maintains employee personnel files and HRIS.
3. Ensures compliance with I-9 Employment Eligibility Verification and EVerify; periodically audits I-9 forms.
4. Schedules and conducts New Hire Orientation based on business needs and necessity.
5. Assists with recruitment tasks as needed, reviews the internal electronic recruitment process, fields inquiries from applicants and scans applications.
6. Ensures ongoing knowledge of cooperative industries standards and recruitment needs and trends.
7. Payroll liaison to the payroll department; collaborates with the payroll department to ensure accurate payroll information and changes are received in a timely manner.
8. Leave of Absence reporting, tracking and documentation collection.
9. Distributes and monitors employee performance evaluations and ensures they are done in a timely manner.
10. Monitors employee eligibility for benefits (medical and 401k) plans. Reviews benefits with employees and processes enrollment, cancellation or changes. Organizes and manages annual open enrollment communications and election process. Maintains and distributes list of new and cancelled employees under each benefit plan. Verifies/audits benefit billing accuracy and processes for payment. Troubleshoot questions or concerns to/for benefit providers.
11. Provides assistance and tracking for COBRA provider and employee inquires.
12. Injury reporting and documentation collection, assists the company's safety and risk management programs.
13. Participates in the company safety committee at all locations.

14. Reports claims for all workers' compensation to provider; may provide follow up data for claimants and provider, schedules early interventions, first aid and follow up physician appointments, if needed.
15. Maintains and coordinates employee recognition program and collaborates with other departments to ensure success.
16. Provides clerical assistance and data collection for the employee suggestion process and employee newsletter.
17. Provides assistance to local union business representatives and union shop stewards.
18. Compiles and tracks HR metrics.
19. Ensures ongoing knowledge and education of federal and state labor and safety laws and regulations.
20. Provides positive and encouraging customer service to employees and company vendors. Upholds the highest standard of confidentiality regarding company information and data.
21. Assists HR Director in facilitating internal and external training sessions.
22. Completes projects designated by the HR Director.
23. Approaches all decision making with environmental and social impacts in mind, actively seeks ways to improve sustainability efforts in day-to-day duties, and assists in implementing applicable sustainability initiatives.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

COMPETENCIES:

1. Two to three years of prior HR Generalist experience
2. High School Diploma or AA or BA Degree in Business Administration
3. PHR or SHRM-CP Certification
4. Continual HR education and knowledge
5. Business acumen and professionalism
6. Professional written and communication skills
7. Advanced Microsoft Office skillset
8. Attention to detail
9. Ethical practice
10. Global & cultural awareness
11. Experience working in a cooperative or other triple-bottom-line business structure a plus
12. Ability to intentionally create and foster a diverse and inclusive workplace
13. Excellent customer service
14. Project and time management
15. Ability to work independently
16. Ability to follow directions

WORK ENVIRONMENT:

- While performing the duties of this job, the employee regularly works in an office setting. Travel is required to each store or company location.

PHYSICAL DEMANDS:

- To perform this job successfully, an 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 the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk and use hands to finger, handle, or feel objects, tools or controls.
- The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

POSITION TYPE & EXPECTED HOURS OF WORK:

- Nonexempt, full time.
- Monday through Friday, some weekends or evenings may be applicable.

EEO STATEMENT:

North Coast Cooperative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, North Coast Cooperative complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SIGNATURE:

This job description has been approved by all levels of management:

Manager _____

HR _____

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____