



CURRENT OPENING

# Human Resources Generalist

*Location: Adelanto, California*

Posting Date: 09/27/2020

Reports to: HR Manager

FLSA Status: Salary, Exempt

Close Date: Open until filled\*

**Looking for a job with stable hours, great benefits, and long-term security? Join our fantastic team!**

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

## ABOUT THE JOB

The Human Resources Generalist carries out a broad range of human resources responsibilities including benefits administration, COBRA, leave administration to include FMLA, recruiting and staffing, affirmative action plan administration and management, records management, timekeeping, workers' compensation, drug testing, training and development, employee relations, payroll, and HRIS administration. While this position is located at our facility in Adelanto, CA, it reports to the Human Resources Department at the corporate office in Vancouver, WA and is part of the Corporate HR team. It also maintains a strong dotted line reporting status with the Operations Manager at the facility.

## ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Administers various human resources policies and procedures for plant personnel.
- Supports the implementation of HR strategies, programs and initiatives to enable the achievement of short and long-term business objectives.
- Benefits administration to include assisting employees with the completion of enrollment in benefit plans, accessing services/benefits via online or web based service tools as well as administering annual open enrollment and employee benefit education programs.
- Maintains and files electronic and paper personnel records, update Human Resources Information systems (HRIS) and other HR records. Process new hires and terminations, and initiate paperwork for same. Prepares a variety of monthly, quarterly and annual HR reports and maintains confidentiality of employee records.
- Coordinates and manages employee leaves of absence and assists with COBRA administration for employees.

- Maintains and coordinates annual revisions of the plant's affirmative action plan; assures accurate maintenance of the applicant tracking system, maintains other records, reports and logs to conform to federal regulations.
- Researches and responds to unemployment claims.
- When temporary agencies are utilized, monitors service level agreements for compliance, verifies affirmative action outreach efforts are conducted, appropriate applicant tracking is conducted, and reviews performance on a regular basis using metrics such as productivity, turnover etc.
- Assists managers/supervisors in performance management and administering employee corrective action.
- Conducts new-employee orientations; develops and revises job descriptions, writes and places job postings, participates in job fairs/outreach efforts as needed.
- Administers compensation programs in compliance with company policies and appropriate collective bargaining agreements. Coordinates compensation changes with corporate human resources staff as directed, seeking input and approval as appropriate.
- Coordinates with Plant Safety personnel to administer workers' compensation benefits, claims review process and the return to work program.
- Approachable and accessible to employees in their work areas (and in private) to identify employee problem areas, moral issues, and offer feedback and/or follow ups as needed.
- Handles employee relations and exit interviewing.
- Investigates and resolves routine employee relations issues.
- Deployment of HR mandatory training initiatives, including training plant personnel on various subjects.
- Participates in plant and HR staff meetings and attends seminars and professional development activities.
- Processes payroll and inputs related timekeeping data into Kronos as needed.
- Performs other related duties as required and assigned.
- Assist with plant celebrations i.e., picnics, holiday parties, etc.
- This position may directly supervise or assist with the supervision of administrative support personnel.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Have knowledge and experience in administering HR policies and practices in compliance with employment laws.
- Possess the ability to effectively work with varying management styles, and maintain a sense of humor
- Intermediate skills working with computers and software packages such as, Outlook, Word, Excel, Power Point, including use of charts, and graphs.
- Ability to maintain confidentiality.
- Communicate clearly and concisely both orally and in writing with tact and sensitivity.
- Prioritize and manage multiple tasks and projects.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Preference will be given to candidates who are bilingual in Spanish and English.

Full list of anticipated physical demands for this position and detail on our work environment is available on our application portal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TO APPLY**

Sound like the job for you? [Click here](#) to apply online.

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*Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.*

*Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.*

*Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.*