



**CURRENT OPENING**  
**HUMAN RESOURCES GENERALIST – OREM,**

**Posting Date:** 09/13/2020  
**Job Title:** Human Resources Generalist  
**Job Locations:** Orem, UT

**Close Date:** 10/13/2020\*  
**FLSA:** Exempt  
**Reports To:** Regional HR Manager

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**SUMMARY OF JOB PURPOSE:**

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 Orem, UT, it is responsible for providing HR services to our other Geneva Pipe facilities in Salt Lake City, UT and St. George, UT. This position is part of the Corporate HR team that is primarily located at our corporate office in Vancouver, WA but it also maintains a strong dotted line reporting status with the Operations Manager for Geneva Pipe's operations.

**ESSENTIAL FUNCTIONS AND 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 plant 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.
- Assists with the recruitment effort for exempt and non-exempt personnel, and temporary employees; 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.
- Needs to be able to travel to support all Geneva Pipe locations, with occasional overnight stays.

#### **SECONDARY RESPONSIBILITIES:**

- Assist with plant celebrations i.e., picnics, holiday parties, etc.
- Performs other related duties as required and assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

To perform the duties and responsibilities of this position successfully, individuals must:

- 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.
- Must be agile and able to change directions easily and professionally
- 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.

#### **EDUCATION/EXPERIENCE:**

- Bachelor's degree from an accredited college in a related field (i.e., Business, Human Resources, Social Sciences) or equivalent work experience.
- Two plus years of human resources generalist experience, preferably in a manufacturing environment, to include benefits, leave and compensation administration, recruitment, and AAP/EEO/ADA compliance.
- Experience with Kronos desired.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Professional in Human Resources (PHR) certification and/or SHRM-CP desired.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

Project timelines and work volume / deadlines may often require working outside of standard office hours weekend or evening work.

Regular, reliable and predictable attendance is necessary in order to perform the essential functions of this position.

### Physical Activity

Over 2/3 of the time

- Standing/Sit: Remaining upright in a stationary position, particularly for sustained periods.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling to complete computer work.

Up to 2/3 of the time:

- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Communicating: Expressing or exchanging ideas and information accurately, in written or diagram form.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

Less than 1/3 of the time:

- Reaching: Grabbing things from a distance above or from the side.
- Walking: Moving about to accomplish tasks, particularly for long distances or moving from one work site to another.

### Physical Requirements

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly lifting, carrying, pushing, pulling or otherwise moving objects, including the human body

### Visual Acuity

- The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and visual inspection involving small defects at distances close to the eyes.
- For up to 2/3 of the amount of time, the worker is required to have close vision (clear vision at 20 inches or less).
- For less than 1/3 of the amount of time, the worker is required to have color vision (ability to identify and distinguish colors).

### Weather Conditions

- The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work)

### Noise Levels

Over 2/3 of the time

- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)

Less than 1/3 of the time:

- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)



*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.*