



CURRENT OPENING
Human Resources Generalist
Tracy, CA

Posting Date:	01/08/2019	Closing Date:	01/18/2019*
Job Title:	HUMAN RESOURCES GENERALIST	FLSA Status:	Exempt
Job Location:	Tracy, California	Pay Grade:	E
Reports To:	Regional HR Manager – Adelanto, CA	Travel:	0%-5%

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 Tracy, CA, it reports up 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 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.
- Conducts 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.

SECONDARY RESPONSIBILITIES:

- Assist with plant celebrations i.e., picnics, holiday parties, etc.

JOB SCOPE:

- This position provides support and guidance to the facility by ensuring procedures and practices adhere to established corporate policies and directives and conform to specified local, state and federal laws.

SUPERVISORY RESPONSIBILITIES:

- This position may directly supervise or assist with the supervision of administrative support personnel.

INTERPERSONAL CONTACTS:

- This position may interact within all levels of the Northwest Pipe organization. Additionally, this position may have contact with business partners, customers, vendors, visitors and/or government agencies.

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.
- 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.

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 ADP, Kronos, and SAP desired.
- Experience working with Unions preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

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

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Individuals in this position will be in a climate controlled environment lighting with traditional office equipment as found in any typical office environment.
- Regular, reliable and predictable attendance is necessary in order to perform the essential functions of this position.
- Ability to sit for an extended period while performing work on the computer, paperwork and or in person and phone communication (verbal communication).
- Although individual duties are primarily sedentary, in the course of a normal day, additional physical activities can include bending, stooping, squatting, kneeling, pushing, pulling, twisting, reaching and use of hands to finger as well as manipulate (lift, carry, and move) up to 10 pounds.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Project timelines and work volume/deadlines may require working outside of standard office hours, weekend or evening work, and travel to complete essential duties.
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing, and speaking the English language) to perform the duties proficiently.
- Ability to carry out instructions furnished in written, oral, or diagram form and to solve problems involving several variables.
- Requires good hand-eye coordination, arm-hand-finger dexterity with the ability to grasp, and visual acuity to use a keyboard and operate necessary equipment.
- The noise level in the work environment is normally moderate.

HOW TO APPLY:

If you are interested in and qualified for this position, please send your resume to TracyCareers@nwpipe.com or you may apply in person Monday through Friday from 8am-2pm 10100 W Linne Road Tracy, CA 95377.

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.

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

- * If candidate is not identified in applications received by 01/18/2019 position will remain open until filled but may be closed at anytime on or after 01/18/2019 with or without notice.