

JOB DESCRIPTION

Job Title:	Human Resources Generalist	Dept:	Human Resources
FLSA:	<i>Salary</i> Exempt	Issue Date:	01/16/2003
		Revision Date:	06/08/2017

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Administer various human resources plans and procedures for designated facility including: benefits, leave of absence requests, unemployment, etc.
- Provides assistance and guidance to managers and supervisors on HR policies and procedures.
- Works cooperatively with supervisors to identify and resolve issues.
- Responsible for payroll administration and administration of the timekeeping system.
- Maintain compliance with federal and state regulations concerning employment.
- Participates in the Vision Committee and the weekly VIP Board meeting at the designated facility, if applicable.
- May assist in responding to internal and external inquiries including: EEOC, legal authorities, government agencies, employee inquiries. Notifies HR Manager of Director of HR of such inquiries. May represent company at hearings.
- Conducts external and internal recruitment efforts for exempt & nonexempt personnel and temporary employees.
- Monitors Human Resource programs such as: performance evaluation, transfer requests, corrective action, employee relations etc.
- Produce and maintain reports and results of HR department in relation to established goals.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Supports and serves as a role model for the company's mission, vision and values.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Department Manager of those situations that may pose a significant risk to the program, product assurance, facilities, employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through the appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

Basic Education, Experience and Skills Required

- A Bachelor degree and 3 years of experience in Human Resources OR a Master degree in Human Resources Management and 2 years of experience in Human Resources OR 7 years of experience in Human Resources OR any equivalent combination of education and experience.
- Excellent verbal and communication skills.
- Able to maintain confidential information.
- Proficient computer knowledge in MS Office (Word, Excel, PowerPoint)

Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Dakota Vision and Culture
- Departmental Training
 - Process – Human Resources and Training
 - Timekeeping/Payroll System
- Company Training
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview
 - Purchase Requisitions
 - Quality Mission Statement

APPROVAL



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- Expense Reporting
- Travel Management System

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Risks Associated with Job Function

- None

Travel Requirements

- Up to 5% travel required
- Occasional overnights
- Valid driver’s license required

The above points have been explained sufficiently.

Employee’s Name (Please Print)

Date

Employee’s Signature

APPROVAL