

JOB DESCRIPTION

| | | | | | |
|-------------------|---------------------------|--------------------|--------------|-----------------------|----------|
| Job Title: | Human Resource Generalist | | Dept: | Human Resources | |
| FLSA: | Exempt | Issue Date: | 1/16/03 | Revision Date: | 10/17/06 |

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

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

1. Assists in producing 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.
2. Conducts external and internal recruitment efforts for all exempt & nonexempt personnel and temporary employees. Writes and places advertisements, phone & personal interviews. (new hire and exit interviews)
3. Administer various human resource plans and procedures for all company personnel, assist in the development & implementation of policies and procedures, prepare & maintain employee handbook.
4. Monitors performance evaluation program, transfer request program, corrective actions program, focus groups, employee relations programs and revise as needed.
5. Maintains human resource records and compiles reports from databases.
 - Maintain compliance with federal and state regulations concerning employment.
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Back-up support for Payroll Admin and EHS Coordinator
 - 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, and 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 appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

Basic Education, Experience and Training Requirements

- A Bachelor degree and 3 years experience in Human Resources, OR a Master degree in Human Resource Management and 2 years experience in Human Resources, OR Seven (7) years experience in Human Resource field, 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)

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

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- Employee Charter / Operating Philosophy (CHAR)
- Process 4.0 – Hiring, Orientation and Employee Motivation (PRO4)
- Significant Aspects Overview (ASPC)
- ADP (ADP)
- E-Time (TIME)
- Lotus Notes (NOTE)
- Fringe Facts Database (FRIN)

Environmental Risks Associated with Job Function

- None

The above points have been explained sufficiently.

Employee's Name (print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS