

HR Generalist

Job Title:	HR Generalist	FLSA Status:	Exempt
Department:	Office	Reports To:	President
Prepared By:	Rotation/AK	Prepared Date:	1/1/2024

Summary

The HR Generalist will be responsible for all aspects of the Human Resources function at Rotation, to include recruiting and employee relations, benefit administration, performance and training, and legal HR compliance. The HR Generalist will partner and engage with the leadership team to support company culture and core values.

Job Duties and Responsibilities (*supported by a Professional Employer Organization-PEO)

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities.

1. Recruiting and Staffing/Personnel

- Manage and oversee the recruiting process for all candidate levels: leadership, exempt, non-exempt and production employees. Ensure open positions are posted according to procedure, review resumes and applications, and share with the Leadership Team and/or hiring manager.
- Assist with staffing agency contracts and/or communications.
- Manage new hire onboarding in line with company goals and core values. *PEO
- Participate in succession and career planning
- Prepare termination notices and related documentation. Coordinate and/or conduct exit interviews.
- Oversee payroll, 401K and employee contributions. Address questions and concerns to ensure the payrolls are handled effectively and timely.

2. Benefits Administration

- Administer and manage employee communication for benefits programs including health/dental/vision insurance, life & disability insurances, 401k plans, PTO, sick leave, leaves of absence, and employee assistance (EAP). *PEO
- Maintain HR records of all benefit plans.
- Participate in industry wage surveys within the relevant labor market to determine competitive wage rate. Maintain understanding of company's compensation program to ensure compliance and equity within organization.

3. Employee Relations, Performance & Training

- Respond to inquiries and assist in resolving employee policies, procedures, programs, relations issues to include conflict resolution, harassment investigations, wage complaints, employee disputes, attendance issues and general questions.
- Coordinate wage and performance review program (PPER) to ensure 100% completion, effectiveness, compliance, and equity across the company.
- Coordinate employee training including management training in HR topics such as sexual harassment; supervisor training (MRA); and career path/production training (Mfg. Alliance or other).
- Coordinate career pathing & succession planning.

4. Culture & Recognition

- Partner with the leadership team to support company culture and core values.
- Manage company communications to employees
- Conduct annual employee engagement survey and analyze results. *PEO

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| • Manage employee recognition program (i.e., CVC) and make recommendations for other retention/recognition programs. | |
| • Coordinate employee events including annual holiday party, summer BBQ, and quarterly All Hands meetings. | |
| • Work with Marketing department to maintain company branding and messaging. | |
| • Coordinate visitor hospitality as needed | |

5. Legal & Compliance

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| • Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance. | *PEO |
| • Maintain Employee Handbook. | |
| • Maintain personnel files including all transactions such as hires, terminations, promotions, performance reviews, and employee statistics for government reporting. | |
| • Respond to unemployment and disability claims. | *PEO |

General Duties and Responsibilities

- Report to work as scheduled.
- Participate in Continuous Improvement (CI) projects.
- Maintain a positive and safe working environment for all employees.
- Maintain a neat and orderly work area at all times.
- Conduct self and perform assigned work in a safe manner, following approved safety procedures at all times.
- Other duties as assigned by supervisor.

Education and/or Experience

- The position requires a bachelor's degree or equivalent experience with 3-5 years of progressive experience in a Human Resources environment, preferably in a manufacturing environment.
- PHR/SPHR certification is desired.

Qualifications

Exemplify Rotation Engineering Core Values

- Integrity:** We have strong moral principles which drive us to "do the right thing" for our customers and one another.
- Above and Beyond:** We are motivated and committed to doing not just what is required, but what is needed. We strive to exceed expectations!
- Customer-Driven:** We think like our customer and make decisions with their satisfaction being the goal.
- Attitude is Everything:** We use an enthusiastic and energetic approach to meet challenges with a willing and positive attitude. "Let's do it!"
- Team First:** We work together for the betterment of the company, respecting each other's roles and abilities while always doing our individual best for the collaborative success of the team.

Knowledge, Skills and Abilities

- Effective oral and written communications and presentation skills, including phone/email/video
- Effective interpersonal skills.
- Software proficiency: Office 365 including Outlook, Word, Excel. Working knowledge of ERP such as Job Boss.
- Knowledge of HR laws and pending legislation.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Ability to gather and analyze statistical data and generate reports.
- A working knowledge of benefit plans, insurance and retirement policies, regulations and procedures.
- Ability to work with frequent, established deadlines.
- Excellent multitasking and organization skills
- Ability to read, write and follow written procedures and work instructions

Physical Demands

- Ability to work for long periods at a computer

- Ability to sit, talk, and hear; and use hands to handle, or touch objects or controls.
- Perform repetitive motion of fingers, hands, wrists, arms, shoulders, and upper body.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The position is an on-site office-based position with regular visits to the shop floor. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the primary functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.