



Job Description

Job Title	Human Resources Generalist
Department	Human Resources
Reporting Relationship	Human Resources Director
# of Employees Supervised	0

Job Summary

The Human Resources Generalist will directly assist the HR Director, HR Manager and Safety Supervisor with a wide range of projects and provide a secondary level of leadership to the department and employee population.

Primary Duties & Responsibilities

The Human Resources Generalist must be a well-rounded Human Resources professional that is highly competent and experienced in the following areas:

- Union environments, labor contracts, employee relations
- California labor laws
- Scheduling of plant employees and maintaining and updating the on-call list
- Ownership and maintenance of employee personnel files both hard copies and HRIS
- Maintenance of the Union seniority list, job bids, etc.
- Labor reporting
- Grievance research and material preparation
- Attendance, leave of absence, and disciplinary tracking
- Pre-employment protocols, employment verifications, wage levies
- Recruiting, benefits, and payroll support, when necessary
- Automated timekeeping systems
- Training

Educational & Job Requirements

- Bachelor's Degree with a concentration in Human Resources preferred
- PHR certification a plus
- 1-3 years of experience in Human Resources role is critical
- Proficient in all Microsoft Office Suite applications



- Expertise with HRIS/HCM and timekeeping systems
- Experience as an HR team member in a union environment is also preferred
- Strong organizational and time management skills
- Ability to work a varying schedule
- Excellent attendance and work ethic
- Intermediate level in Excel
- Bilingual in Spanish a big plus
- Ability to maintain high standards of ethics and confidentiality
- Ability to prioritize tasks and handle multiple assignments at one time
- Strong oral, written and interactive communication skills
- Ability to convey a positive and professional demeanor
- Self-starter: ability to assess a situation, develop a plan, get approval, and run with it
- Natural curiosity and strong desire and ability to learn, complimented by healthy skepticism and common sense
- Results-driven, self-motivated, proactive, flexible person that consistently meets commitments and exhibits a high level of integrity