Human Resources Generalist
Job Description

Job Classification: Exempt, Full-time
Reporting Relationship: Executive Support and HR Manager

Primary Accountability:
The Human Resources (HR) Generalist performs HR-related duties on a professional level and carries out responsibilities in benefits administration, performance management, recruitment/employment, onboarding, employment law compliance, and policy implementation.

Major Duties:
• Assists the Executive Support and HR Manager with developing compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
• Coordinates and administers benefit plans including health, life and disability insurance plans, health spending accounts, retirement plans, employee assistance programs, vacation and sick leave benefits, and the Cooperative’s wellness program.
• Develops and administers the FMLA program in accordance with legal requirements and assists with training managers on how to communicate FMLA with human resources.
• Coordinates the performance management program and ensures all employees have annual performance reviews.
• Assists with preparing documents, evaluating various reports, and recommending new approaches, policies and procedures to continually improve efficiency of services performed.
• Participates in developing HR department goals and objectives.
• Collects and prepares reports and analyses for benefit plans, labor reports and satisfaction surveys.
• Conducts audits of HR activities to ensure compliance with policies, procedures and applicable laws and regulations.
• Maintains DOT driver qualification files, as well as ensures DOT employees have current medical examiner certifications, driver’s license, physicals, etc.
• Coordinates annual open enrollment for benefits which includes processing enrollment forms.
• Conducts benefits and compensation reviews and analyses projects.
• Maintains job descriptions and ensures essential functions and physical demands are identified as well as ensures appropriate FLSA is assigned.
• Facilitates the recruitment process including advertising for open positions, interviewing, candidate comparison, and preparing job offer letters.
• Coordinates and maintains the workers compensation program by reviewing and processing claims and serving as the liaison between the insurance carrier and the Cooperative.
• Maintains the Cooperative’s confidential employment files and databases.
• Maintains years of service program for Trustees and employees in accordance with Board policy.
• Assists with the development and administration of employee workplace and satisfaction surveys.
• Serves as a back-up to payroll processing.
• Performs annual Motor Vehicle Reports.
• Conducts new-employee orientations.
• Maintains Cooperative organizational charts.
• Coordinates floral arrangements or memorial donations for funerals, hospital stays, and other occasions on behalf of the Cooperative.
• Assists the Executive Support and HR Manager with various HR-related and administrative duties.
• Performs additional duties as assigned by Management.

Qualifications:
• A bachelor’s degree in a related field and 3-5 years HR experience is required.
• PHR certification is preferred.
• Knowledge of employee practices and related laws, regulations and standards is required.
• Ability to write reports, business correspondence and procedure manuals.
• Ability to effectively communicate, present information and respond to questions, both verbal and written.
• Ability to analyze data or information by identifying the underlying principles, reasons, or facts of information and using logic to address work-related issues and problems.
• Ability to organize, multi-task, plan and set priorities with minimal supervision.
• Ability to work independently and in team settings.
• Ability to exercise good judgment with a strong attention to detail.
• Strong interpersonal communication skills and the ability to establish and maintain effective working relationships across all levels of the Cooperative.
• Demonstrated poise, tact, and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:
• Sit for extended periods of time.
• Read computer screens and mail, email, talk on the phone.
• Ability to unpack and move supplies up to 30 pounds.

Work Environment:
• Professional and deadline-oriented environment in an office setting.
• Interaction with staff and customers.
• Must be able to travel to all FreeState Cooperative locations as needed.

Additional Duties:
Additional duties and responsibilities may be added to this Job Description at any time. The Job Description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.