

# Human Resources Generalist

*Business Area: Human Resources*

*Reports To: VP, Human Resources*

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## Summary

The Human Resources Generalist provides professional and administrative support to energyRe's Human Resources Department and employees. Manages the company's payroll, talent acquisition, new-hire and termination process, personnel status changes, employee records, orientation, and required city, state, and federal reports.

## Key Job Responsibilities

- Manage payroll duties including, but not limited to, accurately computing multi-state W-2 payroll processing and reporting and, answering payroll related questions.
- Manages the talent acquisition process; posts and screens applications; coordinates interviews with hiring managers; conducts background checks; schedules post-offer drug tests.
- Manage the onboarding process which includes the new hire paperwork, employee set up (workstation, IT, etc.), and new hire orientation.
- Undertake tasks around performance management which will include ensuring that all evaluations are completed timely and thoroughly, email communications and providing support to employees and managers.
- Maintain employee files and records in electronic and paper form.
- Ensure HR operation is operating in accordance with federal, state, and local employment requirements, e.g., Fair Labor Standards Act (FLSA), Title VII, etc.
- Other duties as assigned.

## Required Education

- Bachelor's degree in Business Administration or relevant field

## Required Experience

- At least 2 years of HR Generalist experience that includes processing payroll
- Experience working in multi-location environment.

## Other Skills

- Experience applying knowledge of state employment laws to assess compliance issues.
- Experience establishing & maintaining relationships with individuals at all levels of the organization.
- Experience using time management skills such as prioritizing/organizing and tracking details and meeting deadlines of multiple projects with varying completion dates.
- Ability to maintain strict confidentiality is a must.
- Ability to read, analyze, and interpret technical procedures, regulations, or documents with a similar degree of complexity.
- Strong interpersonal skills. Excellent verbal and written communication skills.

## Physical Requirements

The Human Resources Generalist may be required to endure the following physical activities, environmental conditions, and physical demands:

- Moving self in different positions to accomplish tasks in various environments including tight and confined spaces,
- Remaining in a stationary position, often standing, or sitting for prolonged periods,
- Moving about to accomplish tasks or moving from one worksite to another,

- Adjusting or moving objects up to 20 pounds in all directions,
- Communicating with others to exchange information,
- Repeating motions that may include the wrists, hands and/or fingers, and
- Assessing the accuracy, neatness and thoroughness of the work assigned.

## Organizational Relationships

Titles of positions reporting directly to this position: Not Applicable

Number of employees supervised: A. Directly: 0      B. Through subordinates: 0

### Essential Functions Statements:

energyRe has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees shall comply with the policies and procedures and are accountable to each other to ensure every task is done safely and with consideration for our environment with the objective of continually improving our processes and procedures.

**REVIEW AND APPROVAL:** This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

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### For Human Resources Use Only

Approved By:

Date Approved:

*Equal Opportunity Employer*

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