



Job Description – HR Generalist

Position Title: HR Generalist	Reports To: Human Resources Director
Functional Areas: Payroll & Recruiting	Department: Human Resources
Job Code: H2340E	FLSA Status: Exempt
Pay Grade: 41	Work Schedule or Total Hours per Day: 8:00am – 4:30pm

POSITION SUMMARY:

The Payroll/HR Generalist is responsible for performing at the professional level in the following functional areas: payroll processing and recruitment. This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. The HR Generalist must be sensitive to company needs, employee goodwill and the business needs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Administration of bi-weekly payroll.
2. Audits timecards and works with department supervisors to ensure completeness and accuracy of timecards.
3. Processes all employee data in HRIS to ensure that payroll accurately reflects changes due to merit increases, overtime, absences, bonus incentive pay; payroll deductions such as tax withholdings, benefits, garnishments, etc.
4. Responsible for responding to employee and management questions regarding payroll issues.
5. Generates and maintains various reports using the HRIS.
6. Maintains confidential employee personnel files
7. Conducts recruitment effort for all exempt and nonexempt positions. Reviews applications and interviews applicants to match experience with specific job-related requirements.
8. Extends employment offers to selected candidates.
9. Conducts background checks.
10. Conducts New Hire Orientation.
11. Maintains and processes all Unemployment Notices in a timely, efficient manner. Attends unemployment hearings when necessary.
12. Completes verification of employment requests.
13. Assists with the preparation of the affirmative action plan.
14. Gathers and analyzes HR data and prepares HR reports.
15. Adhere to safety regulations.
16. Perform other duties as assigned.



QUALIFICATIONS & REQUIREMENTS:

Three to five years of experience in a HR Generalist role. Bachelor's degree in human resource management or a related field or equivalent education, training and experience. Minimum 3 years of progressive experience in payroll administration and working in a fast-paced Human Resources department.

Good knowledge of payroll and employment law; previous recruiting experience. Understanding of general human resources policies and procedures. Outstanding knowledge of MS Office; previous experience working with a HRIS systems. Excellent communication and people skills. Aptitude in problem-solving. Excellent organization skills and detailed oriented. Bilingual English/Spanish required.

Previous experience with HRIS software, payroll and labor reporting systems, prefer working knowledge with ADP Workforce.

ITAR REQUIREMENT:

Due to ITAR regulations, this position requires that the employee must be a U.S. Person (U.S. Citizen or Permanent Resident).

PHYSICAL DEMANDS (REQUIREMENTS):

This is a summary of all the frequency in which each of the body movements or physical demands are performed. Check all boxes according to frequency.

Physical Demands (Requirements)									
Work Setting:	Total Hours In 8-Hr Day					Total Hours In 8-hr Day			
	0-1 R	1-3 O	3-6 F	6-8 C		0-1 R	1-3 O	3-6 F	6-8 C
Body Movements					Physical				
Bend At Waist		X			Lift	1-10 lbs	X		
Twist Upper Body		X				11-19 lbs	X		
Kneel		X				20-49 lbs	X		
Walk – Uneven Surface	X					50+ lbs	X		
Climb	X				Carry	1-10 lbs	X		
Reach Above Shoulder	X					11-19 lbs	X		
Repetitive Use of Hands				X		20-49 lbs	X		
a) squeezing			X			50+ lbs	X		
b) keyboarding				X	Push	1-10 lbs	X		
Operate Foot Controls	X					11-19 lbs	X		
Endurance	X					20-49 lbs	X		
Sit				X		50+ lbs	X		
Stand		X			Pull	1-10 lbs	X		
Walk		X				11-19 lbs	X		
Talking				X		20-49 lbs	X		
Hearing				X		50+ lbs	X		

R = Rare (<1%) O= Occasional (1-33%) F = Frequently (33-66%) C = Continuously (66-100%)



LIMITATIONS & DISCLAIMER:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and the content is subject to be changed, modified, or deleted at the discretion of the Company. In compliance with the Americans with Disability Act (ADA) and the California Fair Employment and Housing Act (FEHA), the Company will engage in the interactive process in order to determine and make reasonable accommodations with those individuals with a disability as defined by the ADA and FEHA.

Job Description Acknowledgement of Receipt

I acknowledge receipt of the job description and I have read and understand its contents.

Employee signature: _____ Date: _____

Employee Name: _____ Employee #: _____
(Please Print)