



Human Resources Generalist

Location: Stacyville, IA

Classification: Full-Time

Hours/Week: 40 hours per week with more hours required seasonally and as needed

Reports to: Director of Human Resources

The Human Resource Generalist will manage the daily functions of the Human Resource (HR) department including recruiting, hiring, and interviewing team members, administering pay, benefits, and leave, and enforcing company policies and practices while serving as the on-site specialist.

Primary Responsibilities:

Leadership

- Create an environment and culture that focuses on fulfilling the mission and core values of the co-operative.
- Model co-op values to meet the needs of team members, customers, and the community.
- May oversee the scheduling, assignments, and daily workflow of subordinate staff in the department.
- May assist with constructive and timely performance evaluations.
- Represents the interests of co-op in the community.

Duties/Responsibilities

- Drive an actively engaged culture through positive interactions with the team workforce.
- Carry out responsibilities in the following areas: recruiting, onboarding, payroll, team member engagement and development, team member relations, benefits support and communications, compensation administration, and administration compliance (FMLA, ADA, FLSA, etc.).
- Communicate, interpret, and enforce all company policies and practices.
- Work with all Team Leaders and Senior Management to develop effective new training programs.
- Lead retention, rewards, and recognition programs.
- Coaching and consulting with Team Leaders and management regarding team member issues, coaching and PIP's, grievances, terminations, and federal and state employment law.
- Provides professional level support to managers, team members and the cooperative in areas of recruitment, employee performance, compensation, benefits, staff engagement, and team member engagement.
- Oversee administrative process around data management (HRIS System) including but not limited to new hire set-up and team member information management, compensation, and benefits administration, leave of absence management, and other similar requirements.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Performs or assists with routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.



- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Qualifications:

- Associate degree required, Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- At least one year of human resource management experience preferred.
- SHRM-CP a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position:

The employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus, prolonged periods sitting at a desk and working on a computer. The noise level in the work environment is usually low to moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.