

HR Generalist

The department leader will not only manage the day-to-day function of the Human Resources department but will also be a key participant in maintaining our Company culture. Therefore, this position calls for a person who can be a leader to the organization in addition to their role as the leader of the HR department. Strategic responsibilities include organizational development, change EEI Leadership, and advising the President on investing in the continuous development of talent. Day-to-day responsibilities include recruitment, benefits administration, employee training, compensation administration, and general employment issues.

What you'll do:

Business Acumen: Maintains local HR metrics. Provides monthly HR reporting.

Staff Consulting: Has consultative conversations with managers and employees, offers guidance and feedback, diagnoses issues and maintains a trusted advisor status.

Workforce Planning: Understands the local workforce planning strategy; partners with EEI Leadership and assists HR EEI Leadership with the execution of the workforce planning strategy at the local level.

Employee Engagement & Culture: Assists in shaping and executing employee engagement activities. Works with EEI Leadership to ensure communication and change strategies are executed.

Employee & Labor Relations: Acts as the first level HR contact for employee relations issues. May conduct investigations under the guidance of EEI Leadership. If applicable, assists EEI Leadership in overseeing labor relations. Escalates issues to EEI Leadership, if needed, per given guidelines.

Compliance: Maintains appropriate employee records, ensuring compliance with local, state, and federal regulations, including EEO, FLSA, ERISA, ADA, FMLA, Workers Comp, and OSHA, as well as legal requirements as they relate to payroll, benefits, and administrative policy compliance. Ensures recruiting system procedures are followed and appropriately documented in preparation for annual FCC reporting. Works with HR EEI Leadership to Generate draft FCC report and reviews with Legal and HR EEI Leadership in advance of annual posting deadlines.

Talent Acquisition: Responsible for some recruiting as assigned. This includes working with managers to obtain position approval, opening and managing requisitions.

Talent EEI Leadership: Assists in executing local talent EEI Leadership processes. Understands and helps cultivate internal talent pipeline through a variety of processes, including:

- **Performance EEI Leadership:** Assists with goal setting and performance check-in training and process. Coaches managers on performance EEI Leadership basics.
- **Career Planning:** As needed, assists with ensuring employees have the opportunity to participate in the career planning process.

- **Talent Review:** May assist EEI Leadership in planning and executing talent review meetings.

Talent Development: May deliver or ensure delivery of training related to employee engagement and development, performance and employee relations.

HR Systems: May serve as approver for Manager transactions in HR system. Generates ad-hoc reports and data from the HR systems. Conducts new employee onboarding activities and initiates employee off-boarding activities. Ensures exit interview data is collected, analyzed and acted upon, if needed.

Benefits: Partners with third-party providers be a liaison with employees and managers regarding leaves of absence. Provides resource information to employees regarding Benefits, enrollment, wellness and other employer programs.

What you'll bring:

Education & Experience/Certifications

- Bachelor's Degree in Human Resources, EEI Leadership or related field or equivalent work experience required
- 3-5 years of human resource generalist experience with an emphasis on HR operations and/or employee relations
- SPHR . PHR , SHRM-SCP or SHRM-CP Preferred

Skills & Abilities

- Business Acumen: Understands how businesses make and spend money to drive results
- Excellent interpersonal skills and communication skills (written and verbal); ability to effectively communicate and work with all levels of employees throughout the organization
- Ability to recognize issues before they become serious and assist in determining the best method for resolution
- Ability to effectively present complex information through presentation or reports to employees and managers
- Must be able to work effectively with service providers (e.g. health care and third-party providers)
- Ability to implement best practices in various HR disciplines