

**HUMAN RESOURCE GENERALIST**  
Human Resource Department

**Job Summary**

Administers human resource policies, procedures and programs in compliance with employment laws, regulations, and internal policies including those related to affirmative action for federal contractors.

**Essential Functions**

Under direction of the Human Resources Director, performs these essential functions and other as assigned:

1. Update and administer the annual Affirmative Action Plans and their requirements, including but not limited to:
  - a. Annual and periodic EEO and AAP data collection, compilation, and analysis;
  - b. Routine input and update of employee data, including EEO and AA related fields in HRIS system; auditing HRIS to ensure EEO and AA data is accurate.
  - c. Recruitment and selection processes and recordkeeping;
  - d. Outreach efforts to recruit Veterans, individuals with disabilities, females and minorities to apply for positions for which they qualify.
  - e. Periodic analysis of progress toward affirmative goals
  - f. Bulletin board postings
2. Complete and ensure submission of annual reports due to the DOL, including the EEO-1 and VETS 4212 reports.
3. Recruit candidates for open job postings through internet sources and employment staffing agencies. Manage employment contracts with staffing agencies.
4. Maintain the applicant tracking data base and handles other information system functions as assigned.
5. Develop, document, and update job descriptions, job skill inventories and job progression and training.
6. Document and update human resources policies, guidelines, processes, and procedures.
7. Handle a variety Human Resources functions as assigned, such as administration of FMLA and preparing HR analytics reports; completes HR projects as assigned.
8. Remain current on EEO, ACA, and Affirmative Action compliance related laws and regulations.
9. Work closely with other members of the Human Resources Team to coordinate work and support the Team goals.
10. Play a leadership role on the HR Team.
11. Maintains a high level of confidentiality in handling Company and Employee information.

12. Comply with all Company policies.
13. Attend in-house and outside training programs to improve professional, and technical skills.
14. Maintain positive and effective relationships with all business contacts inside and outside the Company, as well as with governmental agencies.

#### **Additional Duties and Responsibilities**

1. Performs other duties as assigned.

#### **Qualifications**

1. Bachelors Degree in Human Resources, Labor Relations, Business Management, or related field.
2. Thorough knowledge of employment and labor laws and regulations, particularly those related to equal employment and affirmative action.
3. Four years minimum professional human resources generalist experience.
4. One year minimum experience in recruitment through internet sources.
5. Strong Information System Technology experience, particularly with HR system(s) such as Peoplesoft or others.
6. Highly effective interpersonal skills and ability to gain the trust and confidence of Company management and employees.
7. Ability to accurately and effectively write policies, internal and external correspondences, and documentations that meet employee and management needs as well as legal requirements.
8. Advanced Excel and PowerPoint skills.
9. Excellent verbal communications skills; ability to speak Spanish is a plus.
10. Strong problem-solving skills and ability to compile and analyze data and statistics; high level of attention to details and accuracy.
11. Outstanding organizational skills and abilities.
12. Project management experience and ability to handle multiple projects and priorities at the same time, meeting deadlines and goals.
13. High level of self-motivation and ability to work independently; strong sense of urgency in completing projects and meeting deadlines.
14. Highly professional attitude and appearance.
15. Professional Human Resources Certification (PHR) preferred.