Position/Title: Human Resource Generalist I
Department: Corporate Human Resources
Reports To: Director of Human Resources
FLSA Status: Exempt
Last Updated: 2/04/15

Summary: The Human Resource Generalist I is responsible for coordinating implementation of services, policies and programs for personnel throughout the Bosselman Companies; assist and advise employees and managers about employment issues. Work independently and display a high level of independent discretion in managing human resource initiatives.

Essential Job Duties/Functions:
- Take an active role in understanding the business and employee issues company wide.
- Ensure that HR policies and processes are consistently administered both in the department and companywide.
- Provide coaching and conflict resolution to managers and employees, and work with other members of the HR team to make recommendations for improvements.
- Facilitate employee relations issues as needed.
- Record and manage employee information such as, but not limited to, personal data, compensation, benefits, tax data, attendance, performance evaluations and termination information.
- Process unemployment claims and assist in appeals when needed.
- Clearly present information and prepare reports for management.
- Actively participate in policy and procedure development.
- Deliver a high level of service to ensure customer satisfaction.
- Perform a wide variety of tasks; the ability to change focus quickly as demands change is essential.
- Attend trainings and seminars to stay current on Human Resources laws, legislation, and trends.
- Conduct investigations in employee and customer situations, including but not limited to, harassment, discrimination, and violation of company policies.
- Use tact when expressing ideas or opinions.
- Assess situations and make optimal and speedy decisions.
- Display honest, trustworthy and ethical behavior when dealing with internal and external customers.
- Display enthusiasm and promote a friendly group working environment.
- Regular attendance that is punctual and dependable is required.
- Assist other HR areas as needed.
- Performs project work and other duties as assigned.
Additional Job Duties:
- Assist in other HR related duties as assigned by the HR Director.
- Assist department team members as needed.

Supervisory Responsibilities:
- May supervise up to 2 employees.

Education and/or Experience (include certs or licenses needed):
- Bachelor’s degree in Human Resources or related business degree or equivalent combination of education, experience and training.
- Three to five years progressive Human Resources experience required.
- PHR/SPHR highly desirable, but not required.

Minimum Qualifications:
- Knowledgeable of local, state, and federal employment law and regulations.
- Demonstrated ability to motivate, collaborate, and lead.
- Highly organized with a record of prioritizing multiple projects and meeting deadlines.
- Proficient in MS Office Suite.
- Must handle confidential matters with appropriate discretion.
- Candidate will have strong interpersonal skills, enjoy and create a team environment.
- Must be willing to travel up to 10% of the time.
- Must be able to communicate in English. – IF APPLICABLE
- Able and willing to deliver friendly, courteous, and prompt customer service.
- Able and willing to work cooperatively with other team members.

Physical Requirements: The physical demands described here are representative of those that must be met by the Human Resource Generalist I to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company.

- The employee must occasionally lift and/or move up to 40 lbs., while performing the duties of this job, the employee is required to sit for long periods of time and occasionally stand, walk, use hands and fingers, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk and hear.