

Goldbelt, Incorporated (Herndon, VA)

Human Resources Generalist

Category: Regular, FT **FLSA Status:** Exempt

Reports to: Director of Human Resources

SUMMARY

Under general direction, performs professional work in all areas of human resources, including classification and compensation, recruitment and selection, employee and labor relations, personnel and benefits administration, training, employment law compliance, and policy, procedure and program development. This position reports to the Director of Human Resources.

JOB DUTIES

- Analyzes job descriptions and makes comparisons to existing job classes; collects position information from interviews with employees, and managers; works with managers to modify or create new job classes; determines position allocations, salary/grades and overtime eligibility status; establishes job codes and titles in the HRIS; maintains position classification records.
- On board and exit process with employees including orientation, data entry, enrollments, files, all paperwork associated with new and terminating employees.
- Assists with development and implementation of classification and compensation programs. Participates in compensation and benefit surveys and conducts salary surveys to determine competitive wages and current trends. Performs statistical analysis of data using standard methods. Prepares reports tables and graphs.
- Assists supervisors in handling performance and discipline matters and provides information on progressive discipline, evaluation procedures, and complaint and grievance procedures. Conducts fact-finding personnel investigations and prepares draft reports and recommendations. Drafts letters of performance expectation, instruction, warning, reprimand, suspension and termination.
- Prepares draft responses to complaints of discrimination and requests for production by federal and state enforcement agencies; assists in the

production of compliance review material and information from operating units and human resources.

- Interprets and applies employment laws, benefit plans, human resource related policies and procedures, and terms of collective bargaining and employment agreements. Provides explanations to employees and supervisors on the same.
- Participates in meetings with company managers to gather information and solicit recommendations for new or revised policies and procedures. Drafts new or revised policies and procedures within defined parameters. Assists with implementation of new or revised policies and procedures.
- Identifies human resource related training needs and resources; develops training materials and courses on professional human resource topics; revises and updates existing materials; delivers training in-person or by appropriate distance methods.
- Participates in recruitment activities for local Goldbelt entities. Drafts job announcements, advertisements and promotional materials. Assist with development and implementation of recruitment standards including updating and maintaining the corporate recruitment site. As needed, posts job announcements on the corporate website and other employment websites.
- Enroll and terminate employees from the benefit plans; add, delete or change benefits due to qualifying life events. Distribute and explain benefit plans, answer employee questions or concerns. Assist with the 401K Plan which includes enrolling and terminating employees from the plan, send enrollment information to employees, distribute to all employees annual the SAR, provide assistance to employees for hardship withdrawals, rollovers and loans. Handle open enrollment ensuring all employees are afforded the opportunity and audit the open enrollment process.
- Handle workers compensation claims and train managers on the process ensuring each entity processes their claims in the required timely manner, and oversee the process for each site.

NECESSARY SKILLS AND KNOWLEDGE

- Knowledge of human resources policies and procedures.
- Knowledge of applicable state and federal laws and requirements.
- Knowledge of classification and pay principles
- Knowledge of wage and hour regulations, laws, and statutes
- Knowledge of training, counseling, and arbitration techniques.
- Knowledge of using on-line recruitment systems.

- Knowledge of recruitment and staffing processes.
- Knowledge of customer service concepts and practices.
- Knowledge of effective presentation and public speaking skills.
- Skill in operating personal computer utilizing a variety of software applications.
- Skill in managing multiple priorities and tasks concurrently and meet deadlines.
- Skill in oral and written communication.
- Skill in establishing and maintaining cooperative working relationships with other employees.
- Ability to work independently and initiative to create and follow through on assignments.
- Ability to get along with a diverse population.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Bachelor degree in Human Resource Management, Business or Psychology.
- Five (5) years of professional/exempt human resources experience.
- Ability to successfully pass a background check.

PREFERRED QUALIFICATIONS (education, experience, skills)

- Professional in Human Resources (PHR) certification.