



July 12, 2024

Requisition #10300001628

Job Description:

Discover your full potential. At **Tetra Tech**, we are collaborating with industry-leading experts for a sustainable future for our world. We combine consulting and engineering with advanced analytics and technology to solve the world's most complex challenges. Our innovation hubs across the globe will enable you to share ideas and best practices while growing your professional network. Wherever you are in your career journey, you will benefit from working with world-class engineers, scientists, and technical specialists.

Apply today and join the company that is *Leading with Science®*.

Tetra Tech is currently seeking a **full-time Human Resources Generalist to work in our Chantilly, VA office**. This individual works under the general supervision of the Human Resources Director.

The responsibilities of the Human Resources Generalist include the following:

- Works closely with HR team members to support all aspects of the HR function for a 730-employee operating unit.
- Supports full lifecycle recruitment process – post requisitions, prepare offer letters, run background checks, onboarding new hires, I-9 and E-Verify process.
- Reviews and processes employee changes (status changes, supervisor changes, terminations, self-service changes, etc.).
- Manage end of employment process including documents for exiting employees and unemployment claims.
- Provides support and coaching to managers on employee relations and performance management.
- Coordinates required training for employees.
- Addresses employee inquiries regarding benefits, 401(k) Retirement Plan, Employee Stock Purchase Plan, personnel policies and other HR related issues.
- Provides employee data and special requests to staff and Corporate as needed; provide Oracle/Tetra Linx reports as requested
- Manages employee work location changes.
- Keeps abreast of all federal and state compliance issues and maintains required postings.

Job Requirements:

The ideal candidate will have a minimum of 3 years of experience and:

- High level of reliability, follow-through, discretion and integrity.
- Must possess proactive, positive problem-solving skills and be an energetic and enthusiastic collaborative team player.
- Understands priorities and meets all required deadlines in a timely fashion.
- Consistently provides a high-quality service; provides exceptional attention to detail; is persistent in bringing tasks to a satisfactory completion.
- Works well with others and actively contributes to the success of the HR team, seeks guidance when needed.
- Ability to achieve desired results through the use of all available facilities and resources; takes ownership of and carries out established tasks without prompting.
- Proven ability to exercise discretion and independent judgment and maintain strict confidentiality.
- Ability to maintain objectivity when dealing with sensitive personnel issues and problematic situations.

- Strong problem-solving and decision-making skills with the ability to act independently and exercise sound judgment.
- Proficient in communicating clearly and effectively verbally and in writing.
- Able to excel within a fast-paced environment and sometimes intense work environment
- Great customer service ability is essential to success in this role.
- Proficient computer skills are required (MS Office Suite)
- Experience with Oracle ERP & Taleo Applicant Tracking System (ATS) is a plus
- This position requires passing a background check.

Degree / Certifications

- Bachelor's degree in Human Resources or related field. Related experience may be considered.
- Professional Human Resources (PHR) Certification from HRCI or SHRM Certified Professional (SHRM-CP) is preferred.

Tetra Tech offers comprehensive benefit options that allow employees to design a plan based on individual needs and assists in planning for long-term financial security. Available benefits include medical, dental and vision insurance, term life, disability, accidental death & dismemberment coverage, Flexible Spending Account (FSA), Health Spending Account (HSA), time off with pay, 401k retirement plan, and an Employee Stock Purchase Plan.

Health and safety play a vital role in our success. Tetra Tech's employees work together to comply with all applicable health & safety practices and protocols, including any public health orders and regulations that are mandated by local, state, provincial, federal, and international authorities as well as client and project requirements.

Tetra Tech combines the resources of a global, multibillion-dollar company with local, client-focused delivery in more than 550 locations around the world. Our reputation rests on the technical expertise and dedication of our employees—28,000 associates working together to provide smart, scalable solutions for challenging projects. We are proud to be home to leading technical experts in water, environment, infrastructure, resource management, energy, and international development.

Explore our open positions at <https://www.tetrattech.com/careers>. Follow us on social media to learn more about our people, culture, and opportunities:

LinkedIn: @TetraTechCareers

Twitter: @TetraTechJobs

Facebook: @TetraTechCareers

Tetra Tech is proud to be an Equal Opportunity Employer. Diversity, inclusion, and equity are among Tetra Tech's core values. Throughout our history, the company has prioritized equitable inclusion of all people. All qualified candidates will be considered without regard to race, color, religion, national origin, military or veteran status, gender, age, disabilities, sexual orientation, gender identity, pregnancy and pregnancy-related conditions, genetic information and any other characteristics protected by the law. We invite resumes from all interested parties. Please visit our website at www.tetrattech.com to see the array of diverse services and exciting projects we are currently working on.

Tetra Tech is a VEVRAA federal contractor, and we request priority referral of veterans for available positions.

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

Please no phone calls or agencies.