



HR Generalist - Human Resources Business Partner

Department: Human Resources
FLSA Status: Exempt
Work Schedule: 1st shift
Positions Supervised: None

Job Status: Full-time
Reports To: Director of Human Resources
Amount of Travel Required: 10%
Revised: 10/01/2020

POSITION SUMMARY

This position assists in the day-to-day operations of the human resource office, assisting the Human Resource Director, Recruiting and Benefit Administrators as well as the administration of the organizations policies, procedures and programs. This position also requires a great deal of confidentiality.

ESSENTIAL FUNCTIONS

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews/updates policies and practices to maintain compliance.
- Equal Employment Opportunity Plan, Triennial and National Transportation Data updated as needed, assist with coordination of DEI for organization.
- Employee orientation, development and training, employee recognition programs.
- Assist Benefit Administrator with employee leaves.
- Process benefits and payroll for both union and non-union employees.
- Update policies as needed.
- Assist in recruiting for union or non-union employees.
- Assists with compensation and benefits administration.
- Assist with company-employee communication.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintain performance management and improvement systems.
- Community engagement, manage employee/volunteer programs; affinity groups.
- Employee training files are up-to-date and organized.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management and employment law.
- Other duties as assigned.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Takes personal responsibility for the quality and timeliness of the work performed. Achieves results with little oversight.
- Communications - Ability to communicate effectively with others both orally and in writing.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Customer Service - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Works effectively with leadership and others to recognize the importance of having and valuing a diverse workgroup.
- Ethics & Integrity - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Reliability - Prompt and dependable. At work as scheduled. Plans ahead and communicates scheduling concerns to leadership.

SKILLS & ABILITIES

Education: Bachelor's Degree in Human Resources, Business Administration, or related field required

Experience: Two - four years' experience in a Human Resources capacity.

Computer Skills

Microsoft office suite, HRIS and web-based systems experience required.

PHYSICAL DEMANDS

Must frequently lift or move up to 30 pounds for movement of boxes, files or other items. May also include frequent bending, stooping, squatting, pushing and pulling. Regularly required to sit for extended periods. The employee is frequently required to walk and stand. Use of hands and arms is necessary to reach or use various tools or objects. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee is required to perform job duties in accordance with existing health and safety procedures and policies

Employee Signature:

Date:

The Rapid has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and The Rapid reserves the right to change this job description and/or assign tasks for the employee to perform, as The Rapid may deem appropriate.