Job Description for HR Generalist

Department: Corporate Services  
Reports To: VP, Human Resources  
FLSA Status: Exempt  
Supervises: N/A  
Approved Date: AUG-2017

Summary of Responsibilities
Delivers HR expertise, coordinates and manages various site relation initiatives with Total Rewards: Compensation, Benefits and Payroll, Talent Management, Acquisition, Development, and HR Analytics. Fosters business relationships while executing the HR goals and development of the organization. Educates employees and leaders on HR processes and procedures while seeking continued improvement and efficiency.

Essential Job Functions

- Payroll Processing in PayCor and Timberline systems and filing local taxes
- Federal, state and local taxes processing
- State and local taxes and licensing administration
- Maintain HRIS system through PayCor
- Conducts and coordinates new employee orientations
- Oversee employee benefits program including new enrollments, terminations, etc.
- Benefit reconciliations and journal entry preparation
- Participates in annual renewal and negotiations for the Total Rewards portfolio
- Prepare of required government reports, including EEOC, Vets 100, and OSHA as assigned
- Benefits administration including health insurance, voluntary benefits, retirement plans, and leaves of absences as assigned.
- Provide education and coaching to employees and supervisors relating to company policies and procedures. 
- Participate in the review and development of company policy and procedures in supporting the company’s strategies

- Consult with department leaders, managers, and subject matter experts to identify performance improvement and development opportunities at the role or team level.
- Promoting and expanding positive employee relationships through engagement and driving enhancement to Neyer’s culture.
- Design, maintain and enhance learning curriculums with a long-term view of learning needs.
- Plays a key role in the management and execution of core compensation processes, including the completion of salary surveys, market pricing, and annual merit and incentive planning.
- Proactively develop a deep understanding of compensation and labor market trends to ensure...
compensation processes are well aligned with business needs. Proactively use thought leadership to identify program changes, enhancements, or solutions that will improve our ability to support the business.

- Build and maintain a data reporting structure and dynamic multi-purpose visualization dashboard to enable a high-impact HR analytics strategy for goal achievement.
- Completes special projects as assigned using project management and process improvement knowledge.
- May be asked to perform other tasks not listed in the essential job functions.

Position Requirements

- Excellent computer skills in a Microsoft Windows environment.
- Excellent organizational skills.
- Ability to produce and edit spreadsheets using Microsoft Excel
- Familiarity and experience with general office equipment
- Critical eye for detail with a high level of organization
- Occasional travel to other offices may be required
- Must have technical analytic skills to recommend and implement process improvement

Qualifications and Experience

- Associates Degree
- 2 plus years of experience in Human Resources; 1 year with processing payroll
- Proficiency in using Microsoft Office software; Advanced in MS Excel
- Data analytics experience or ability to develop human capital metrics
- Ability to communicate professionally with all levels of internal and external customers

Physical Demands

Low physical effort required to sit, stand at files, bend, stoop, lift, and walk. Maximum unassisted lift is 35 lbs. Average lift is less than 10 lbs. Requires ability to use a keyboard and monitor. Also requires the ability to communicate verbally, both in person and on the telephone. May require some travel by car.

Environmental Requirements

Average inside office environment. Average office noise levels. No personal protective equipment is required. Ambient temperature is between 68F and 76F.