

JOB TITLE: Human Resources Generalist

DEPARTMENT: Human Resources
REPORTS TO: Human Resources Director
PREPARED BY: Cyndia Chung
APPROVED BY: Lorena Davis

EXEMPT: Yes
Status: Full-time
DATE: 09/12/11
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Job Summary:

The Human Resources Generalist supports the HR function in all areas of benefits administration, employee services, employee relations, recruiting, new employee orientations, training, payroll, time and attendance, local and federal government requirements, general record keeping, data administration and documentation.

Essential Responsibilities and Duties:

- Maintains knowledge of legal requirements and government reporting regulations affecting HR functions and ensures policies, procedures, and reporting are in compliance.
- Maintains department records and reports - employee files, organizational charts.
- Plans and conducts new employee orientation to foster positive attitude towards company goals.
- Responsible for on-boarding process and procedures.
- Implements HR processes/systems and reviews processes/systems on an on-going basis for effectiveness including new hire orientations, benefits and training on HR subjects.
- Proactively communicates and advises employees and management personnel on the interpretation of personnel policies, programs, and procedures, and health benefits.
- Facilitates Open Enrollment sessions and other training and development activities.
- Provides data input into the HRIS and Time & Attendance systems and keep records current and up to date.
- Creates and re-writes job descriptions as required, monitors performance appraisal program.
- Creates SOP's as required or needed.
- Assists plant management to source, screen and interview job applicants to fill both non-exempt and exempt positions. Handles background checks and drug screen processes as requested. Ensures compliance with all regulatory agency rules/requirements.
- Plans and conducts Company events.
- Prepares Turnover, New Hire, Compensation, Safety Incident Rate, and related employee reports.
- Provides day to day administrative support.
- Performs other related duties as required and assigned.

MINIMUM QUALIFICATIONS: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Education Bachelor's Degree in Human Resources Management or related field.
PHR certification preferred.

Note: Post graduate degrees obtained outside the U.S. may not be equivalent; requirements in these instances will vary.

Experience

- Minimum 5 years of experience. Preferred, five to seven years of experience.
- Demonstrated knowledge of managing HRIS systems and software preferably ADP systems.
- Demonstrated knowledge of creating reports from HRIS systems and Excel, and ability to create graphs for reporting metrics on ratios and averages of various data.
- Knowledgeable of Federal and Ohio wage and hour laws, worker's compensation, benefits & compensation, and recruitment policies.
- Demonstrated current knowledge of employment law, industry trends, new developments and state and federal statutes regulating human resources functions.
- High level of integrity and discretion in the handling of confidential information.

Certificates, Licenses, Registrations

- Valid Driver's License.

Computer Skills

- Computer literate in all programs and software in Microsoft such as Outlook, Word, Excel, and PowerPoint.

Other Skills
(Communication, Writing, Foreign Language, Technical, Analytical or Other)

- Excellent communication skills (both verbal and written).
- Excellent verbal and interactive communications skills with all levels of employees and management.
- Ability to project manage, take initiative, and is detail-oriented.
- Ability to multi-task and manage multiple priorities in a timely and efficient manner.
- Professionalism in appearance and conduct.

PHYSICAL DEMANDS: (The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to lift up to 25 lbs. periodically.
- Long periods of time sitting at a desk (daily).
- Manual dexterity to type on computer keyboard and operate general office equipment, such as phone, fax and copier.

- Must be able to speak and hear adequately.
- Clear vision for close distances and driving.
- Ability to drive and travel by commercial airline.

WORK ENVIRONMENT: (The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Office environment (controlled climate).
- Quiet to moderate noise; occasional loud noise when in production area.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Therefore the duties and responsibilities of this position are subject to change over time during your employment. This job posting also serves to ensure that the hiring process is fairly administered and that qualified employees are selected.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive during the entire length of employment. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

This job description is not intended to be used as an employment contract and therefore is not legally binding as an employment contract. Performance Motorsports, Inc. (PMi, and all of its subsidiaries) maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.