



Position Title:	Human Resources Generalist		Department:	Human Resources
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Direct Reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reports To: Chief Operations Officer
Position Summary:	This position is responsible for assisting in providing leadership and direction in the establishment and execution of strategies, plans and tactics of Human Resources and Safety for the entire corporation. This responsibility requires excellent organizational skills and the ability to work effectively with employees at all levels of the company. Should have working knowledge that includes, but is not limited to; Safety and Health, Organizational Development, Employment Law, Onboarding new employees, Employee Relations, Compensation and Performance Management, Benefits, including; Workers Compensation and Disability and Policies and Procedures.			
Essential Duties:	<p>All duties to be performed according to the established standard and in compliance with all company guidelines and procedures:</p> <ul style="list-style-type: none"> • At the direction and discretion of the ownership, acts as company's internal consultant in areas of Human Resource strategy and requirement, such as; Human Resource and legal requirements and government reporting regulations, Performance Management, Organizational Culture and Structure. • Works with employees, managers and Workers Compensation Insurance Company to ensure compliance with accident/injury policies and procedures. Report, maintain and monitor all Worker's Compensation Case files; follows-up on open cases. Also works to reduce Workers Compensation injuries in both frequency and severity • Maintains in-depth knowledge of legal requirements related to day-today management of employees, reducing legal risks and ensuring regulatory compliance. Partners with legal department as needed/required. • Assists in formulating and recommending Human Resource and Safety Plans and Procedures to not only meet regulatory requirements, but advance and support the key initiatives and goals of the company. Represents HR on the Safety Committee and works with Safety Committee to achieve company safety goals. • Provides HR guidelines and interpretation • Maintains a favorable working relationship with all other company employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity, and efficiency/effectiveness. • Represents Human Resources on various internal committees. • Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel guidelines and procedures; prepares and maintains employee handbook, guidelines and procedures manual. • Identify and eliminate any safety hazard. • Provide coaching and counseling at direction of ownership to designated levels of the organization on various Human Resource issues including, Employee issues and concerns, Interventions, Investigations, Employee appeals, Terminations and Discipline. • Works with managers on Performance Management and tools. • Participate in performance appraisals conducted by supervisory staff. • Working knowledge of Compensation and Benefits programs as well as strategies that attract and retain the people with the appropriate skills and abilities to meet or exceed company requirements.. • Track performance appraisals to ensure completion, identify trends and make recommendations based on those trends. • Works with appropriate Department Managers to assess and limit risks inherent in any Human Resource system. • Support all project work as requested and needed by the business and ownership. • Other duties as assigned or required by customers. • Assist Chief Of Operations with Organization 			



Job Description

	<ul style="list-style-type: none"> • Maintains all employee and applicant documentation as dictated by governing agencies. • Manages and tracks all employee disciplinary action. • Monitors tardy and absenteeism reports and ensures proper documentation is issued on employees who have excessive tardiness or absenteeism problems. Reports vacation, sick, personal day and holiday use to payroll and scheduling. Maintains and distributes report of same. • Maintains employee personnel files. • Maintains and processes all Unemployment Notices of Entitlement and potential charges in a timely, efficient manner. Attends unemployment hearings when necessary. • Administers COBRA for group health plans.
Other Duties:	<ul style="list-style-type: none"> • Perform other duties within the HR department or other areas as assigned. • Maintain a clean and organized work environment. • Observe all company policies, rules, and safety practices. • Attend seminars, classes, and meetings as instructed by Corporate Management to increase knowledge base
Physical Demands:	<p>The tasks of this position generally requires duties to be performed by:</p> <ul style="list-style-type: none"> • Occasionally lift and move up to 25 pounds to shoulder or waist height unaccompanied. • Regularly sit for duration of shift. • Occasionally required to stoop, climb, or balance. • Coordinated use of hands and fingers to grasp, feel objects, transfer small items from one hand to another, fine manipulation, and bilateral reach with arms. • Use of close vision, depth perception and ability to adjust focus.
Work Environment:	<ul style="list-style-type: none"> • Normal office environment. • Regularly work with others and a willingness to help out in all areas of operation. • The noise level in the office is generally quiet.
Safety and Ergonomic Requirements:	<ul style="list-style-type: none"> • Must practice safe work practices at all times and report any unsafe conditions immediately. • Follow all personal dress requirements according to the established dress code and safety requirements.
Qualification Requirements:	<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education/Experience</p> <ul style="list-style-type: none"> • A minimum of 3 years human resources support in a small to medium sized company • Four-year college diploma or university degree in human resources or equivalent degree • Proven experience with employee relations, compensation and benefits, and recruitment of all levels of positions. <p>Language Ability</p> <ul style="list-style-type: none"> • Ability to read and comprehend work instructions, policies/procedures, and memos. • Ability to communicate ideas in both technical and user-friendly language • Strong customer service orientation • Experience working in a team-oriented, collaborative environment at all levels <p>Math Ability</p> <ul style="list-style-type: none"> • Basic ability to add and subtract. • Ability to work with and understand numbers and numerical sequences. <p>Reasoning Ability</p> <ul style="list-style-type: none"> • Ability to multi-task and prioritize with good Project Management Skills



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- Demonstrate good judgment and decision making skills.
 - Proven analytical and creative problem-solving abilities
 - Ability to conduct research into systems issues and products as required
- Computer Skills**
- Advanced knowledge of internet programs and the Microsoft Office programs including Microsoft Word, Microsoft Excel, and Outlook.
 - Experience with HRIS systems
- Certificates and Licenses**
- PHR or SHRM-CP preferred
- Other**
- **Team Relations**
 - a. Take the initiative to help others with work loads.
 - b. Display loyalty to Madden's and ownership.
 - c. Offer suggestions for improvement of department and company operations.
- Interpersonal Relations**
- a. Display enthusiasm for the job.
 - b. Work effectively with other employees.
 - c. Deal with frustration and anger in a mature, professional manner.
 - d. Show sensitivity in dealing with people of different backgrounds and cultures.
 - e. Treat all employees with respect and consideration.

Acknowledgement

I acknowledge that I have read and understood the attached job description. My signature below certifies that I am able to perform the essential functions of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions.

I understand that this job description does not constitute a written or implied contract of employment. Madden's reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.

I agree to abide by all guidelines, policies and procedures (protocols) of Madden's on Gull Lake.

Human Resources Generalist _____ Date _____

Madden's Chief Operations Officer _____ Date _____