



POSITION DESCRIPTION

Position Title:	Human Resource Generalist		
Description Number:	1.2.3	Classification:	Professional
Department:	Administrative Services	FLSA Status:	Exempt
Date issued/Revised:	August 2023	Employment Status:	Full-time

The following are essential functions of this position and not intended to be all-inclusive. An employee may be directed to perform other reasonably related job duties and responsibilities. LREC reserves the right to revise or change the job duties and responsibilities as the need arises. The position description will be updated accordingly. This position description does not constitute a written or implied contract of employment.

Summary of Position:

Responsible for administering and performing human resources functions and developing human resource programs for the cooperative. Collaborates with the leadership team to ensure direction and execution of practices.

Leading Self:

1. Communicate Effectively – Express ideas clearly and concisely. Provide information people need to know to do their jobs, and to convey motivation for being a member of the team.
2. Interpersonal Skills – Relate well to all people. Carefully listens to the ideas and suggestions of others. Understands own affect on situations and people. Accurately senses when to give and take when negotiating.
3. Manage Self/Results Oriented – Is action oriented, works hard and uses time and resources effectively and efficiently. Takes initiative and completes projects.
4. Individual Performance and Technical Knowledge – Has the functional and technical knowledge and skills to do the job safely, efficiently, and productively
5. Continuous Learning – Is self-aware of personal strengths, weaknesses, opportunities, and limits. Is personally committed to and actively works to continuously improve himself/herself
6. Adaptability – Learn quickly when facing new problems. Change approach midstream when something isn't working
7. Customer Focused – Dedicated to meeting the expectations and requirements of internal and external customers
8. Teamwork – Understands and be committed to the goals of the team. Collaborate well with others.
9. Business Focused – Understands LREC and LRES businesses and the impact of each employee's fair share of work. Uses time and resources to accomplish LREC and LRES business objectives.

Job Responsibilities:

1. Evaluation and Planning
 - a) Under the direction of the CEO, develops and administers various human resources plans and procedures for all Cooperative personnel.

- b) Regularly consults with the CEO to report work progress, coordinate projects, plan future work, and generally keep him/her apprised of important details.
 - c) Assist with the strategic planning process of the cooperative.
2. Recruiting, Placement, Orientation
- a) Establishes and implements standard recruiting and placement practices and procedures.
 - b) Responsible for screening and interviewing potential employees. Makes hiring recommendations in collaboration with supervisors/managers and VP's.
 - c) Writes and updates position descriptions; coordinates an annual maintenance review of position descriptions, ensuring that each position has a current description.
 - d) Works with the supervisor for onboarding of new employees.
 - e) Works with various supervisors on monitoring and continually upgrading on-the-job training, as needed.
 - f) Performs employment market surveys as directed.
3. Compliance
- a) Identifies government reporting regulations affecting human resources (e.g. EEO, AA, ADA, ERISA, Wage and Hour) and prepares information requested or required for compliance. Prepares and implements affirmative action plans and programs, if required, monitors equal opportunity compliance.
 - b) Develops, recommends, and implements policies and procedures. Serves as a knowledgeable resource to employee seeking answers to questions on policies and procedures. Analyzes the effectiveness of policies and practices. Recommends suitable revisions to management based on results of analysis.
 - c) Advises management on the responsibility of the Cooperative under the Fair Labor Standards Act, Equal Employment Opportunity Act, Workers Compensation Act, and other government statutes and programs affecting personnel administration or the health and safety of employees.
 - d) Responsible for employee record keeping.
4. Education and Training
- a) Ensures that employees are kept aware of personnel policies and employee benefit programs on a continuing basis.
 - b) Responsible for the effective operation of the employee performance appraisal program to ensure that the proper performance and utilization of the employees' skills are made.
 - c) Acts as central coordinator for employee training activities, such as, seminars, and conferences,.
 - d) Coordinates special meetings of employees and training classes, as requested by management, to ensure that each employee is kept current and informed on changes in policy and procedures.
 - e) Periodically, with supervisor assistance, assesses the need for employee training.
5. Health and Wellness
- a) Assists with occupational health and disability management, human resource policy development, and benefit programs.
 - b) Administrates the Cooperative's Health and Wellness Programs.
 - c) A member of the Safety and Health Committee.
6. Wages and Benefits
- a) After receiving strategic guidance from the leadership team, sees through the administration of the Cooperative's employee benefit package, wage compensation and administration of all benefits.
 - b) Acts as coordinator and contact person for employee benefits. Recommends alternatives when necessary and presents program changes to employees.
 - c) Prepares and executes the annual benefit update and open enrollment communication to employees.
 - d) Maintains an active salary and position classification program, providing information to supervisors about the rationale, scope, and usage of classification procedures and assisting them, as necessary, in applying this information to job descriptions.
7. Employee Services
- a) Implements and monitors the Cooperative's employee relations and employee communication practices necessary to insure employee and organization effectiveness; provides counsel to employees and supervisors regarding issue resolution; administers the Employee Assistance Program.

- b) Provides guidance to supervisors and employees on problems originating from individual work situations or work environment. Counsels management and employees on grievances and complaints. Takes appropriate steps to see what they are resolved or channeled to management, if necessary.
 - c) Facilitates employee or cooperative meetings as requested or directed.
 - d) Works with employees on workers compensation and disability, coordinating return-to-work initiatives.
 - e) Assists with employee conflict resolution as needed.
8. Labor Relations
- a) Handle routine inquiries related to the bargaining agreement.
 - b) Maintain documents and records for labor contract.
 - c) Collect and analyze data for negotiations
 - d) Participate in collective bargaining negotiations and ensures compliance with agreement.
 - e) Maintain knowledge and understanding of labor contract.
 - f) Maintain relations with union stewards and union representative.
 - g) Train affected supervisors on applying the union contract.

Reporting Relationships:

Reports to:	Chief Executive Officer
Supervises:	No one
Directs work of:	Summer help, Interns, Accountant
External relationships:	Peer groups, consultants, civic representatives, contractors/vendors, HR professionals, members

Specifications:

Education and Experience:

- Knowledge is typically acquired through four years of college resulting in a bachelor's degree or equivalent in human resources or related field and a minimum of two years of generalist experience in a human resources position. Equivalent education and work experience may be substituted.
- Must have a working knowledge of human resources principles and practices including recruitment, compensation, organizational planning, employee relations, training and development, and compliance.
- Previous experience with labor relations preferred.
- PHR or SPHR, SHRM-CP or SHRM-SCP certification preferred.

Skills and Abilities:

- Must have superior interpersonal skills with strong problem solving, reasoning, and motivational abilities.
- Must be tactful and use sound judgment.
- Must have excellent written and verbal communication skills.
- Must be able to work independently and in a teamwork situation.
- Advanced skills including Office 365 are mandatory.

Additional Expectations:

Cultivates and projects a conviction in Cooperative philosophy.

Physical Demands and Working Conditions:

Summary:

Work in a climate-controlled office environment with minimal physical exertion. Activities include work at a computer terminal and extensive interaction with Lake Region employees via public presentations, telephone, personal visits, and written communication.

Definition of frequency examples:

- Frequently – Every day to once a week occurrence.

- Occasionally – Less than once a week or seasonal occurrence.
- Not Applicable – Not likely to happen.

<i>Physical Demands Required to Perform Duties:</i>	
Physical Demands	Frequency Examples
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting, Carrying	Not Applicable
Twisting, Pushing, Pulling	Not Applicable
Climbing, Balancing	Not Applicable
Kneeling, Crawling	Not Applicable
Talking	Frequently
Hearing	Frequently
Communication	Frequently
Visual ability	Frequently
Bending	Not Applicable
Gripping, Grasping	Not Applicable
Other physical demands	Not Applicable
Working Conditions	Frequency Examples
Exposure to outdoor conditions	Not Applicable
Low visibility	Not Applicable
Noise	Not Applicable
Moving parts	Not Applicable
Energized equipment	Not Applicable
High, exposed places	Not Applicable
Radiant energy	Not Applicable
Exposure to chemicals	Not Applicable
Vehicular traffic	Occasionally
LED/LCD screens	Frequently
Slippery conditions	Occasionally
Other environmental conditions	Not Applicable