

Position: Sr. HR Generalist

Reports To: Human Resources Manager

Location: Grants Pass, OR

Operation: Semi - Custom

Position Summary:

This position is a Generalist role with focus on leading the salaried staffing initiatives for a plant of 400-500 employees; maintaining and administering company policy and procedure; conducting harassment, discrimination and employee relations investigations; managing progressive discipline policy and protocol and creating and delivering supervisory training and development initiatives. This role also involves ensuring compliance with State and Federal employment law and serving as PeopleSoft lead administrator.

Accountabilities:

- Manage and conduct harassment, discrimination, employee relations investigations
- Oversee associate health and wellness programs
- Administer & perform salaried new employee orientation
- Policy and process updates (policies, handbook, training)
- Manage salaried training development and administration
- Manage hourly & salaried warning/termination documentation review and policy admin
- PeopleSoft administration lead
- Plant-wide communication lead for HR information
- Salaried employee communication
- Salaried staffing support
- Back-up leave administration
- Advise manufacturing leadership on policy clarification/adherence
- Assist HR Manager in the development, implementation and interpretation of all company policies to assure consistent application and equitable employee relations.
- Administer unemployment litigation
- Assure compliance with all State and Federal employment laws
- Process documentation (PeopleSoft and Kronos)
- Resolve/research salaried paycheck issues

Knowledge, Skills and Experience:

- Ability to interact well with others and create a positive teamwork environment.
- General computer experience with Microsoft applications required.
- PeopleSoft and/or Kronos expertise required.
- Minimum of four years experience in Human Resource in a manufacturing environment preferred.
- Ability to multi-task and successfully perform job under constant interruptions is key.

Education:

- Bachelor's degree in Human Resources or Business required.
- Master's degree (or other specialized degree) preferred.
- Minimum 2-3 years in a HR Generalist function.
- Experience working in a manufacturing organization helpful.
- PHR or SPHR certification preferred.