# Job Description

**Position Title:** Human Resources Generalist  
**Company/Division:** Zidian Management  
**Department:** Human Resources  
**Reports To:** Human Resources Manager  
**Employee Status (FT, PT, Intern, etc.):** Full-time  
**Supervises:** N/A

## Position Summary:
The Human Resources Generalist is responsible for performing human resource related duties on a professional level and works closely with Senior HR Management. This position carries out responsibilities in the following functional areas: 401K, recruiting/employment, review performance, compensation, onboarding, training, data reporting, employee relations, policy implementation, affirmative action and employment law compliance.

**Revision Date:** April 2015

## PRIMARY RESPONSIBILITIES:

### 1. Recruiting/Employment:
- Initiate correspondence with HR Director and Hiring Manager to identify needs for open position (job description, education, skills/requirements)
- Research existing files for qualifying candidates
- Placement of electronic advertisement when needed for open positions; email selected candidates resumes' to appropriate individuals for review; print and file resumes
- Track open position progress from start to hire
- Follow up with Hiring Manager consistently to ensure timely and appropriate hiring for any open positions
- Compose letters/emails to interviewed candidates not brought forward to HR Director for final interview
- Coordinate and conduct new employee orientations

#### Function Priority Percentage

**Should = 100%**

<table>
<thead>
<tr>
<th>PRIMARY RESPONSIBILITIES</th>
<th>FUNCTION PRIORITY PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting/Employment</td>
<td>20%</td>
</tr>
<tr>
<td>Reviews</td>
<td>15%</td>
</tr>
<tr>
<td>401K reporting</td>
<td>15%</td>
</tr>
</tbody>
</table>

### 2. Reviews:
- Check reviews and review form for accuracy, work with HR Director and department Supervisor/Manager to work within established deadlines
- Track all employee evaluations including but not limited to; reviews due each quarter; review scores; compliance; development

### 3. 401K reporting:
- Maintain proper documentation of employee and employer participation for annual audit
- Bi-weekly participation reporting to accounting department
- Work with our financial advisors on new hire eligibility to ensure meeting set up, proper documentation and enrollment or waiver completion
- Update employee information on John Hancock site
4. **Organizational Structure/Compensation:**
   - Update and maintain organizational charts in Microsoft Visio
   - Maintain company compensation spreadsheets for all departmental changes
   - Point of contact for guidance on compensation actions
   - Utilize job description to make appropriate match in compensation software; recommend placement and evaluation of new company positions to HR Director
   - Review, analyze and sustain current company compensation structure to ensure compliance

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
</tr>
<tr>
<td>All other necessary duties as assigned by Supervisor:</td>
<td>(100%)</td>
</tr>
</tbody>
</table>

- **Maintain employee information in HRIS:**
  - Coordinate input
  - Audit for accuracy and records changes
  - Maintain data integrity
  - Input new employees info into payroll system

- **Analyze and compile HR data into reports and presentations as needed**

- **Employee Relations:**
  - Support employees with any questions and needs regarding company policies, benefits, compensation, etc.
  - Assist and/or develop programs, projects and special assignments
  - Partner with HR Coordinator on creating and implementing employee activities

- **Monthly I-9 organization and filling:**
  - Organize new I-9 forms
  - Monthly purge of outdated forms
  - Perform annual internal audit to ensure accuracy

- **Department filing, hardcopy and electronic filing:**

- **Annual EE0-1 Filing**

- **Back up for coordination of background checks, drug testing, physicals.**

- **Internship/Grant Program:**
  - Coordinate with Youngstown State University interns and their advisors to ensure completion of internship program for both the intern and the company.
  - Help coordinate grant programs with State of Ohio to ensure maximum reimbursement. Includes but is not limited to; Third Frontier, YSU PICAM (Program for Internships and Coops in Advanced Manufacturing), and Ohio Incumbent Workforce Voucher Program.
Requirements Necessary to Perform This Job Function:  (Educational & Physical)

1. Bachelor’s Degree, preferably in Human Resources
2. 2 years of work experience in HR field preferred
3. Understanding the importance of employee and company confidentiality
4. Good computer software and HRIS skills
5. Knowledge of laws governing human resource issues
6. Ability to work under pressure while multi-tasking
7. Excellent oral, written, listening, presentation, and interpersonal skills
8. Team player with self-motivating skills
9. Business acumen; capable of understanding what effects the company’s bottom line
10. Flexibility with work assignments and hours
11. Manual dexterity
12. Ability to sit and/or stand for long periods of time
13. Ability to reach, lift, bend knees, stoop, climb and push or pull items weighing 25 lbs. or less

SIGNATURE LINES:

Employee Name (Please Print): ____________________________ Date: ____________________________

Employee Signature: ____________________________ Date: ____________________________

Human Resource: ____________________________ Date: ____________________________

Supervisor/Manager: ____________________________ Date: ____________________________

Supervisor/Manager: ____________________________ Date: ____________________________