



Position Title: Human Resources Generalist – Employee Relations & Safety
Location/Department: Corporate Office, Wilmington, CA
Reports To: Chief Administrative Officer

Position Summary:

This position is responsible for the day-to-day, multi-entity human resources operations of the corporation, primarily focused on employee relations and safety. Works as a lateral partner to the HR Generalist – Compensation & Benefits and is charged with sharing knowledge through consistent cross-training. A person in this role must be honest, ethical, confidential, diplomatic, and take a fair, team-oriented approach to all matters in the workplace. Will aid in research, provide suggestions and feedback, is a proponent for change, and implements strategic plans as directed by the Executive Management team. Provides superior employee relations services to all levels of employment and is expected to possess current, critical working knowledge and a keen eye for detail in this focus area.

Responsibilities:

- Responsible for legal compliance with respect to employee relations and safety
- Adhere to US GAAP, ERISA, HIPAA, COBRA, ACA, FLSA, OSHA, FEHA, ADA, USERRA, FMLA, CFRA and all other wage and hour laws pertaining to role
- Responsible to administer fair, equitable treatment of employees and administer reasonable safety initiatives
- Responsible for maintaining consistency in employee relations and safety practices
- Responsible for recruitment, screening and staffing, organizational and space planning
- Arranges interviews and participates in interview processes
- Initiates and reports findings to management all pre-employment background checks
- Responsible for all terminations and handling resignations
- Develops and updates job descriptions
- Aids in succession planning for each role in company
- Responsible for maintaining and managing employee on-boarding processes and conducts or manages training as appropriate i.e. mandated AB-1825 sexual harassment training
- Responsible for maintaining knowledge of labor laws by state and prompt new accounts for compliance and payroll tax purposes and communicating to appropriate management and employees
- Responsible for keeping current employee handbooks and IIPP programs, communication and training thereof
- Responsible for keeping all trainings records for employees
- Responsible for progressive discipline program, tracking and record keeping
- Responsible for working with the accounting department for proper coding in payroll, timekeeping, and HRIS systems
- Responsible to keep current all employee new hire paperwork and post all forms to company intranet, ensure accuracy of documents, and inputs all new hires into all HR systems
- Aids in research, evaluation, and performs daily oversight of all safety matters and aids in or conducts training
- Point of contact for all safety related programs, including safety incentive programs
- Point of contact for all employee relations matters; conducts all workplace investigations as needed
- Responsible for annual reporting (OSHA 300 logs, EEO-1, etc.) and required employment poster management
- Responsible for all EDD responses/employment verification inquiries and questionnaires
- Point of contact for all safety and workers' compensation matters
- Partners with other managers to report and actively manage all workers compensation claims
- Communicates with workers' compensation broker frequently regarding renewal, reporting, management, and changes as they occur
- Must obtain continuous education and conduct research in the areas of employee relations and safety

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- Must be able to self-audit and participate in audit functions of the company
- Must prepare reports as requested and produce metrics
- Must work with labor attorney's and company Executives on legal matters as they arise in all human resources areas
- Must coordinate and facilitate company-wide communication on all human resources matters
- Must communicate new hires in a once monthly email to "all"
- Must maintain awareness of employee attitudes and behaviors to aid in decision making processes
- Provides confidential workplace counseling and aids in problem-solving
- Must use effective, professional, and confidential communication
- Must provide customer service to all employees and provide policy and procedure interpretations
- Maintain payroll/HRIS system with updated employee information
- Aid in the implementation and be the administrator of the employee recognition program and aid in planning events
- Maintain and safeguard employee performance files, I-9's, and benefit information
- May be required to travel as it pertains to research/education, investigations, or implementation
- Supports other human resources functions comfortably as needed
- Other duties as required

Qualifications:

- BA/BS in Business or Human Resources
- 2-4 years working knowledge of human resources areas of employee relations and safety
- Must possess knowledge of labor laws, regulations, and best practices in focus areas
- Must have a proven record of confidentiality, diplomacy and discretion
- Must have a high level of honesty and integrity
- Must have a team/family oriented attitude
- Must possess strong quantitative and analytical skills
- Must be connected to the Society for Human Resources Management (SHRM) for continuous education
- Superior demonstrated PC skills (Excel, Word, PowerPoint)
- Possess strong software experience (Payroll or HRIS systems, etc.) and must be trainable in other programs
- Excellent verbal and written communication skills
- HR certification, desired but not required