

HR Generalist

Job Description

Transit Management of Ada County- DBA ValleyRide Bus Services is seeking a dynamic and energetic Human Resources Generalist

The HR Generalist performs all recruiting, hiring, benefits, and disciplinary functions. They provide the coordination and execution of organizational safety standards, policies and employment practices for our employees. This position is NOT remote. Pay depends upon experience. Transit Management of Ada County has one of the best benefits packages in the state of Idaho, which includes automatic employer 401k contributions and an excellent time off plan.

Essential Duties:

Employment / Placement:

- Coordinate recruitment, interviewing, and testing of employees to fill vacant positions, including Valley Regional Transit positions at the request of the General Manager.
- Prepare prospective new-hire documentation, including comprehensive background data, verify reference information, conducting new employee orientation and benefits explanation.
- Ensure federal, state, local and agency guidelines and documentation is completed (ex: immigration and visa requirements; design and development of “good faith efforts” in recruiting, selection, employment, placement and promotional opportunities for protected class members) and recorded.
- Conduct employment separation processes and documentation, including required post-separation materials and notifications and hearings.

Labor Relations

- Support the proper management and fair administration of grievances, interventions, and counseling toward a positive labor/management climate.
- Have thorough knowledge and understanding of the collective bargaining agreement, employee handbook and associated polices/rules to support compliance. Abide by all such rules when conducting business.
- Provide advice and counsel to all levels of management regarding legal requirements and necessary actions to ensure compliance with policy and law.
- Support or facilitate conflict resolution and corrective action.
- Assists the General Manager and department managers with policy and procedure development and assists with dissemination and implementation when required.
- Assure that all activities necessary for compliance with local, State and Federal EEO laws and regulations are met, including fulfillment of Affirmative Action goals and schedules for proper utilization of protected class members, including analyses of pay rates to assure no intentional or unintentional disparate treatment of protected classes.
- Conduct and/or oversee investigations relative to complaints of discrimination and/or harassment.
- Treat all customers, vendors, and employees in a respectful, professional manner.
- Participate/assist in labor contract negotiations.

Benefits

- Interface with plan representatives and carriers to resolve problems and addresses plan content on all benefits plans, as required.
- Coordinates medical and personal leaves of absence and ensure adherence to policies and procedures.
- Process necessary benefit enrollment forms and inquiries.
- Employee Development, Training, and Safety
- Facilitate employee training at all levels of the organization as identified by the General Manager, department managers and as required by law.
- Design and implement basic employee development programs, i.e., Sexual Harassment, New Hire Orientation, interviewing skills, conflict resolution, basic supervisory skills training, Workers Compensation and general employee safety.
- Coordinate and support managers in performance appraisals.
- Maintain individual-level, department-level, and organization-level training records to include training content and participation.
- Administer the Organization's Drug and Alcohol Policy including random drug and alcohol testing.
- Administer and document workers' compensation issues, including: reporting incidents, responding to carrier questions, and following up on status with physicians, employees, supervisors, and carriers and ensuring "Light Duty" guidelines are followed.
- Perform work safely in accordance with departmental safety procedures. Operate equipment safely and reports any unsafe work condition or practice to a supervisor.

Compensation

- Administer wage and salary program to ensure compliance and equity within organization.
- Process personnel documents for all employees maintain accurate and current information in personnel files and computerized databases.
- Track employee probationary periods, employee status changes and ensure accurate compensation-based benefits.
- Oversee the functions and supervise payroll technical staff to ensure compliance with organizational policy, past practices and identify irregularities.

Administrative Support

- Performs various administrative duties to facilitate daily operations and lessen the demand upon managers and other staff during key events or periods.
- Prepares various departmental reports by researching information; collecting appropriate data; preparing, creating and/or reviewing report components; and completing reports.
- Provides administrative support for managers and/or staff by performing occasional data entry; preparing routine correspondence; preparing distribution/communication materials; creating spreadsheets; and/or updating and tracking information.

Education and/or Experience: Bachelor's Degree (B.A.) or equivalent from a four-year college or and at least five years of related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

- Possess valid driver's license. This position is subject to the successful completion of a criminal background check.

Demonstrated Competencies

- **Safety and Security:** Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Attendance/Punctuality:** Is consistently at work and arrives at meetings on time; Ensures work responsibilities are covered when absent. Timeliness is essential due to the potential cost impact and legal liability for untimely submission of data.
- **Travel:** This position does require intermittent travel for business-related purposes in town and out of state.
- **Quality – Accuracy:** This competency is critical for the Authority’s records and payroll activities.

Computer Skills: To successfully perform these duties an individual must have knowledge of basic accounting software; Human Resource systems; Payroll systems; and be proficient in the use Microsoft Office, especially Word, Excel, PowerPoint, and Outlook.

- **Language Skills:** The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations., write reports, business correspondence, procedure manuals, and to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills:** The ability to calculate figures and amounts - discounts, interest, commissions, proportions, percentages, area, circumference, volume, and to accurately apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to think abstractly in the resolution of practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Requires analysis and evaluation of results, trends, and data, and exercises judgment within defined policies and procedures to arrive at a logical solution.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Job Type: Full-time

Pay: From \$17.00 per hour

