



GILROY'S FINEST
Christopher Ranch.

JOB DESCRIPTION

TITLE: Human Resource Generalist

DEPARTMENT: Human Resource Department

REPORTS TO: Blanca Alvarez, Human Resource Manager

FLSA: Non-exempt Hourly or Exempt Salaried

About Christopher Ranch

Christopher Ranch a family owned company is proudly located in the Garlic Capital of the World – Gilroy, CA. It was founded in 1956, Christopher Ranch has been the nation's leading garlic producer for generations. With nearly 6,000 acres of California heirloom garlic, grown statewide, you can find our products in all 50 states. As part of the team, you will work alongside a dedicated and committed Human Resource personnel and you will help us companywide in HR administration in a growing workforce.

Position Summary

Christopher Ranch is a food processing facility in an Agriculture Industry with out of state warehouses. The Human Resource department represents both the employee and the company and handles employee relations while maintaining compliance in local, county and in both Federal and State Labor Laws. The Human Resource Generalist is responsible to administer HR functionalities in a diverse agriculture workforce.

Essential Duties and Responsibilities

- Recruit and interview potential applicants on experience, skills, and education. Update job requirements when needed, assist, coordinate general personnel office appointment setting, answer/return phone calls as needed and help maintain record keeping and other HR Personnel office administrative activities.
- Organize new employee orientation, on-boarding, and training programs. Contact applicant references and perform background checks required by the company.
- Explain and provide information on employee benefits, programs, and education. May also advise on benefit needs or evaluate benefit contract bids.
- Provide administrative support process in Workers Comp benefits, retirement and RTW programs.

- Comply with all legal federal and state labor law requirements including the EEOC Law, I-9 process, and HR/Payroll Law.
- Administer leave interactions, including but not limiting to FMLA/CFRA/PDL/ADA, sick leaves, other protective leaves, and reasonable accommodations.
- Responsible for HR administration in record keeping for employee personnel data. Maintain confidential documented records in corresponding personnel file storage for audits.
- Responsible to partner with the HR team and management in conducting employee workplace investigations, accident/injury investigations and provide support including but not limited to injury prevention programs (IIPP) and hazard communication.
- Provide support to ensure compliance with all company policies, employee workplace standards of conduct, good manufacturing practices and employee and workplace safety as in the Code of State and Federal regulations, OSHA compliance.
- Represents employer in the community and recruiting events, health and wellness events, culture, and communications as needed.
- Provide the open-door policy to resolve employee relation matters and/or inquires and communicate company policies, procedures, complaint process, labor laws including employee health and safety.
- Coach managers in their communication, feedback, recognition, and overall interaction with the employees who report to them.
- Partner with the HR team and review and help guide, management recommendation for discipline and terminations.
- Responsible to execute and stay on top of things through follow-up, consistency, and accountability by demonstrating a sense of urgency and results.
- Partner with the HR team to attend EDD and Labor Board Hearing as needed.
- Other projects or duties as assigned.

Minimum Qualifications (Education, Experience, Skills)

- B.A. Degree in Human Resources or business, PHR, CA PHR or a related field or a combination of education and prior extensive experience that would likely provide the required knowledge, skills, and abilities as well as possession of any required certifications may be qualifying.
- Bi-lingual: written and verbal communication skills in both Spanish and English is a requirement.
- Excellent interpersonal relationship building, employee coaching and customer service skills.
- Ability and demonstrated computer skills in email Outlook, Microsoft office Suite, Human Resources Information Systems (HRIS), and in database management, documentations and record keeping.
- Organized and efficient in daily tasks. Must have an ability to plan, organize and direct employee and leadership teams.
- Proficient and specialized training in employment law, compensation, organizational planning and development, employee relations, employee safety, training, preventive labor relations, and in best business practices preferred.

Physical Demands and Work Environment

The description of the physical demands and the work environment characteristics here, represent those that must be met by an employee to successfully perform the essential functions of this position. 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 talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and explosives. The noise level in the work environment is usually moderate. However, on some instances this job may require work in areas where ear and / or eye protection is necessary.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills aptitudes and abilities to perform each duty proficiently.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

(Employee's Supervisor)

Date

Received and accepted by:

(Employee Name)

Date

Human Resources Representative:

Date

Legal Disclaimer: This document is intended for informational purposes only and by no means should replace or substitute other legal documents (governmental or non-governmental) reflecting similar content or advice. If you have legal questions concerning your situation or the information provided, you should consult with an attorney.