

## Job Title: The HR Generalist – Talent and Safety

At Duncan Family Farms, we believe our primary responsibility is to produce clean, healthy, life-giving food. We are also committed to making a strong contribution to an improved environment and to giving back to our community. Our vision is to be the best customer-centric organic grower by any standard. We value safety; we are passionate about excellence; we are committed to integrity; we care about our community, our people and our environment; we work together, never apart; and we respect and value all our relationships. Duncan Family Farms is based in Goodyear, Arizona, and has ranches in multiple states across the United States.

To apply, please email your resume to: Linda Kennedy [linda@duncanfamilyfarms.net](mailto:linda@duncanfamilyfarms.net)

### **I. GENERAL SUMMARY:**

Our standards are high, and we are proud of the contribution we make to helping Duncan Family Farms employees achieve their best at work. Under the direction of the Talent, Safety and Compliance Manager, the energetic and motivated HR Generalist - Talent and Safety helps our team grow and succeed by providing consultative Talent (recruitment, employee relations, and employee training) and Safety and related human resources guidance and administration support and ensures company compliance with federal and state labor and safety laws.

**II. ESSENTIAL FUNCTIONS:** The HR Generalist - Talent and Safety will provide consultative talent and safety administration and support company-wide under the guidance of the Talent and Safety Manager. The following are essential duties and responsibilities:

#### **A. Recruitment**

Workforce Planning – assist Talent and Safety Manager with the planning of current and future workforce needs.

- Partner with hiring managers to coordinate management of on-going talent needs and assist with the recruitment process for salaried and H2A positions from job description/posting to onboarding.
- Help identify and develop internal talent to meet future labor needs by assisting with the labor forecast process and manage succession plans with the use of Hot Plans, the career path training program, and management of the internal applicant/interest process.

Applicant Screening - Ensure applicant screening process is consistent and follows company policy.

- Ensure all position job descriptions are updated to meet current duties and are consistent with grade structure.
- Ensure salaried and H2A job postings are consistent with position and grade structure and are approved
- Ensure marketing of company culture is consistent with all our salaried and H2A job postings and applicant communications.
- Ensure selection of salaried and H2A new hires is based on following our company interview policies.
- Certify interviewers, and ensure certified interviewers are used for interviewing panels.
- Ensure every salaried and H2A applicant and hire has a great experience

New Hire Onboarding - Ensure on-boarding of new, promoted, and transferred candidates is consistent company-wide.

- Oversee company-wide use of onboarding training materials, “new hire packet” acknowledged policies and forms in ADP, new hire communications, internal communication to hiring managers, and orientation scheduling.
- Ensure the new hire onboarding program consistently provides a great experience and appropriate training for new hires, meet the needs of the existing team, and meets company retention, training, culture-match and compliance requirements.
- Compliance - Ensure laws are followed with respect to interviewing techniques and offers of employment.

Temporary Agriculture Workers H2A Program Coordinator – Assist with the administration of the company’s Temporary Agriculture Workers H2A Program

- Audit Employment Practices - Audit H2A sites prior to arrival and periodically throughout stay to ensure company H2A program and practices are compliance with US Department of Labor, Federal and state rules, regulations and procedures as related to employment, safety and immigration/work visa requirements.
- Audit Housing and Transportation - Ensure housing and transportation requirements are met at the various H2A worksites
- Assist with Compliance Issues - Assist in facilitating any compliance issues with H2A requirements
- Coordinate H2A Worker Orientation - Conduct and regularly review and update H2A employee orientation and safety training as needed.
- Handle all H2A Employee Matters - related to wages, injuries and medical visits, social security administration, safety, housing and transportation.
- Arrival and Departure - Coordinate the arrival and departure activities for the H2A program.
- Auditor Liaison - Act as liaison with auditors to ensure H2A program is compliant.
- Conduct various administrative and record keeping activities.
- All other duties as assigned.

## **B. Employee Relations**

- Backup - Serve as a backup to the Talent and Safety Manager and all local Human Resources Assistants for all employee relations issues and investigations.
- Documentation - Ensure documentation of all employee relations issues is uploaded to employee personnel file.
- Employee Relations and Retention Reporting - Maintain the employee relations tracking log. Provide regular reporting on employee relations and employee retention stats and trends.
- Unemployment Claims - Respond timely and completely to all unemployment claims. Assist Talent and Safety Manager in representation of the company in unemployment claim hearings when necessary. Maintain unemployment claims log.
- Represent Company Policies - Communicate and support HR policies, procedures, programs and activities, and assist Corporate HR with employee development and performance-driven culture to improve human capital ROI.
- Foster Company Culture - Foster a team culture of respect, collaboration, trust, and engagement and serve as a point of contact for employees and managers regarding employment matters, model company leadership priorities and behaviors to reinforce values of safety, quality, opportunity and fairness.

## **C. Employee Training**

- Learning Management System Administration - Assist Talent and Safety Manager with the administration of the learning management system, to include setup and management of

curriculum and courses, assignment of career paths, and setup and orientation for learning administrators.

- Track Required Learning Completion – track and alert management team and team members regarding required employee training completion.
- Coordinate Hot Plan and other Training Programs – Assist Talent and Safety Manager as well as team members in the setup, tracking, and documentation of Hot Plans and other established training programs.

#### **D. Employee Safety**

- Safety Trainer - Assist with the Implementation of health and safety policies by providing safety training programs to the employees and/or FLC. Lead presentations and meetings with both crew leaders and team members.
- Safety Rules Advisor - Provide guidance regarding standard concepts, practices and procedures related to potentially hazardous operations, such as fall protection, lockout-tagout, electrical safety, machine guarding, and Worker Protection Standards. Keep current on changing safety laws and regulations and advise management of their impact or potential impact to the business operations.
- Chemical Safety Program Administrator - Assist with the chemical safety program by ensuring identification and storage policies are distributed and audited, and with coordination with disposal contractors and record retention.
- Accident Reporting and Investigations - Investigate and document complaints, injuries, accidents, and near misses. Report all claims to our worker compensation company.
- Return to Work Program - Oversee the Return to Work Program to ensure our employees experience a safe and prompt return to work after a lost time injury and/or an injury requiring modified duty for return to work.
- Safety Communication Programs – Coordinate the distribution schedule for DFF safety communication programs to enhance and encourage overall employee safety awareness and knowledge while increasing accountability.

#### **E. General Human Resources Administration**

- May be responsible for other duties as assigned, including but not limited to providing supportive assistance to other ranch sites, and to the corporate Payroll, HR Systems, Benefits, and Employment teams. All other duties as assigned

### **III. PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Worksite Conditions: While performing the duties of this job, this team member will work in the office, and field or other department areas.

### **IV. QUALIFICATIONS-**The following qualifications are preferred to successfully accomplish this position:

- A. Minimum of bachelor's Degree in Human Resource Management, Business Administration or related field preferred, or the equivalent combination of education and experience.
- B. Three+ years combined experience in human resources and safety, preferably in an agricultural environment.
- C. Bilingual English/Spanish fluency, both verbal and written, required.
- D. PHR/SHRM-CP certification preferred.

- E. Bilingual English/Spanish presentation and training skills required, must be comfortable leading presentations and meetings with team members including management teams.
- F. Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint) required, Learning Management Systems and HR information systems experience strongly preferred.
- G. Must be able to work independently, prioritize responsibilities, and meet deadlines.
- H. Professional verbal and written communication and grammar/punctuation skills, including the ability to develop written communication in both English and Spanish.
- I. Ability to work collaboratively and respectfully, identify and solve workplace issues, and maintain a supportive and trustworthy working relationship with all team members.
- J. Ability to travel to assigned remote company locations and occasionally other company ranch locations as needed. (30% +/- travel)