



**Human Resource Generalist - Leaves Administrator**  
**Salinas, CA**  
**3/30/2021**

**POSITION SUMMARY**

The Human Resource Generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting the organization. As a generalist, this position performs activities in the multiple HR functional areas, including but not limited to: administering leaves, worker's compensation administration, benefits, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, employment law compliance.

**Essential Functions:**

- Prepare or maintain employment records related to events such as leaves, transfers, using human resources management system software. Track dates of employment for eligibility and return to work.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- Hire employees and process hiring-related paperwork.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Maintain and update human resources documents.
- Confer with management to develop or implement personnel policies or procedures.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Performs other related duties as required and assigned.

## **POSITION QUALIFICATIONS**

- Adaptability - Ability to adapt to change in the workplace.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Autonomy - Ability to work independently with minimal supervision.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Loyal - The trait of feeling a duty to the employer.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Accountability - Ability to accept responsibility and account for his/her actions.

## **REQUIREMENTS**

- Education: Bachelor's Degree (four year college or technical school, Preferred) or Work Equivalent.
- Field of Study: HR or Related Field
- Experience: 3 plus years of experience
- Computer Skills: Excellent Excel Skills, MS Office (i.e. word, publisher, etc.).
- General Office Equipment Technical Know-How, Social Media Savvy, Google & Google Apps

## **WORK ENVIRONMENT**

General office environment mostly but will be required to travel to the harvesting fields as needed for training, investigations, etc. May encounter extreme weather, hot, cold, wet and/or muddy conditions.

\*\*Salary wage rate will be upon experience.

To apply or find out more information, contact [LSR@SFCOS.com](mailto:LSR@SFCOS.com)