



TITLE - Human Resource Generalist

D'Arrigo Bros. Co., of California, a 100-year old, rapidly growing Salinas based agricultural company, is looking for a Human Resources generalist to join an enthusiastic team. We are one of the largest vegetable grower, packer and shippers, and we offer opportunities with excellent benefits and compensation. Since we are a technologically aggressive organization, a strong knowledge of Excel, Word and Windows is required.

DUTIES - Under supervision from the Human Resources Manager, the Human Resources Generalist performs varied human resources functions. Day to day activities require the use of initiative and good judgment, particularly when prioritizing work or dealing with forepersons, supervisors and hourly employees. Must be able to read, write and speak English and Spanish, work in a fast-paced environment and work well with others. The position is based in Salinas year round. Must be discreet working with employee confidential information. This position's regular hours are 9:00 a.m. to 6:00 p.m. Monday – Friday during the heavy season (approximately February – October), 8:00 a.m. to 5:00 p.m. in the winter (approximately October to February).

Standard human resource duties:

- Assist employees over the telephone:
 - Answer questions regarding company job openings and benefits, employee's health insurance eligibility, seniority, or leaves of absence
 - Receive and review employee applications
 - Assist supervision as needed
 - Complete insurance eligibility work status forms
- Enter employee data in Great Plains system, including insurance information, deductions, and various training dates.
- Scan and post employee status changes in system and into employees file rap sheet, attach status to proper page in file.
- Cross-train in human resources in all commodities to assist other staff.
- Maintain up to date seniority lists for the Plant.
- Distribute and track applications for the Plant positions and review incoming applications for completeness.
- Other duties as assigned by the manager, director and vice president.

Human Resources:

- Assist Plant supervisors in filling permanent and temporary positions
 - Post permanent openings
 - Work with Staffing Agencies to fill temporary assignments
 - List open positions at CalJobs and other online websites
 - Pre-screen applicants for various Plant positions
 - Review, prepare and send temp timesheets to various agencies for processing
 - Process agency invoices
- Responsible for employee files for all Plant employees
- Assist with employees at the personnel counter when needed
- Knowledge of Labor and Wage Order Laws
- Knowledge of all aspects of the current Bargaining Agreement between the Company and:
 - UFCW Local 5
 - Teamsters Local 890

- UFW
- Understand all payroll and personnel practices and procedures as they relate to company policy, and unwritten, historical agreements with UFW, UFCW and Teamsters
- Back up to medical insurance invoice processing, including reconciliation to invoices, ACH requests to F&A, and creating and transmitting EDI to WGA & RFK
- Respond to and process FMLA/CFRA/PDL requests
 - IFMLA Software
- Backup to CalSavers processing

Payroll Setup:

- UKG Time & Attendance Program Administrator
 - New hire/rehire setup
 - Maintain employee profiles
 - Temporary job class transfers
- Monitor health insurance and union deductions for all Plant and Teamster employees
 - Reconcile UFCW and Teamster union deductions
- Set up and administer wage garnishments
- Setup garnishments including monitoring arrears for anniversary/vacation checks

Knowledge of:

- Human resource regulations and procedures.
- Benefit contract language.
- All pertinent federal and state regulations, filing and compliance requirements both adopted and pending affecting employee benefit programs, including ERISA, COBRA, FMLA, ADA, Workers Compensation, Medicare, and Social Security and DOL requirements.
- Must be able to read, write and speak English and Spanish
- Operation of standard office equipment, including a personal computers and appropriate software such as Windows, Word and Excel
- Microsoft Dynamics GP 2016 knowledge a plus.

Qualifications:

- Prior experience with unions and CBAs
- Bi-lingual/bi-literate in English/Spanish
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Regular hours are 9:00 a.m. to 6:00 p.m. Monday – Friday during the heavy season (approximately February – October), 8:00 a.m. to 5:00 p.m. in the winter (approximately October to February).
- Work schedule may include OT and weekends
- Excellent customer service skills on the phone and in person
- Organized team player who works well with a variety of people with a minimum of supervision
- Thrive in a fast paced environment and handle pressure while managing multiple tasks
- Regular and consistent attendance mandatory
- Ability to take direction from multiple managers
- Valid drivers license and clean record
- Practices COVID safety procedures
- Ability to identify and resolve problems in a timely manner; to gather and analyze information skillfully
- Able to handle multiple tasks
- Knowledge of Microsoft desktop products including strong knowledge and experience with Excel and Word
- Must possess strong data entry skills with speed and accuracy including 10 key and typing

Please send your resume to PersonnelRecruitment@darrigo.com