

DUNCAN FAMILY FARMS

Job Description



Department	Human Resources	
Job Title	Specialist - Human Resources And Safety Operations	Grade - Specialist
Reports to	Manager – Talent, Safety and Compliance	
Type of Position:	<input type="checkbox"/> Seasonal <input type="checkbox"/> Year round – hourly <input checked="" type="checkbox"/> Salaried	

POSITION OVERVIEW

Our standards are high, and we are proud of the contribution we make to the customer’s experience. Under the direction of the Talent, Safety and Compliance Manager, the energetic and motivated HR and Safety Operations Specialist helps our team grow and succeed by providing consultative HR, Safety and Administrative support and training to management, team members, and the HR team of assigned local area ranches, and ensures company compliance with federal and state labor and safety laws.

FUNCTIONS

Employee Relations and Performance

- Provide guidance to supervisors/managers and assistance/follow-up on Company policies, procedures, and documentation on matters involving discipline, retention, and performance management.
- Investigate and resolve conflicts in a timely, fair manner consistent with applicable federal, state and local laws to ensure excellent employee relations and mitigate risks.
- Communicate and support HR policies, procedures, programs and activities.
- Assist Corporate HR with employee development and performance-driven culture jointly with Farm Manager to improve human capital ROI.
- Foster a team culture of respect, collaboration, trust, and engagement and serve as primary 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.
- Keep pulse on employee engagement and motivation, and recommend appropriate interventions.
- Partner with hiring managers to determine on-going talent needs; help identify and develop internal talent to meet future labor needs.
- Oversee on-boarding of new, promoted, and transferred candidates file creation, internal communications, orientation, scheduling, etc.
- Ensure laws are followed with respect to interviewing techniques and offers of employment
- All other duties as assigned

Employee Health and Safety

- Evaluate the organization’s procedures, facilities and equipment to identify unsafe conditions that need improvement.
- Implement health and safety policies by managing training programs. Directly train employees, manage staff trainees or coordinate with outside service providers. Comfortable with leading presentations and meetings with both foremen and workers.
- Develop familiarity with standard concepts, practices and procedures related to potentially hazardous operations, such as fall protection, lockout-tagout, electrical safety, machine guarding, and Worker Protection Standards.
- Assist with the chemical safety program and hazardous/universal waste program including identification and storage, coordination with disposal contractors, and record retention.
- Investigate complaints, injuries, accidents, and near misses.
- Identify, report, and provide solutions to management regarding employee safety programs, regulatory compliance, and employee health issues.
- Promote effective communication programs to enhance and encourage overall employee safety awareness and knowledge while increasing accountability.
- Keep current on changing safety laws and regulations and advise management of their impact or potential impact to the business operations.
- May be responsible for other duties as assigned, including but not limited to providing supportive assistance to other ranch site, and to the corporate Payroll, HR Systems, Benefits, and Employment teams.

COMPETENCIES

- Independent Judgment - Plans, prioritizes and organizes a diversified workload. Must be a self-starter and able to work independently.
- Interpersonal Skills - Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Oral and Written Communication - Speaks clearly in positive or negative situations; listens and gets clarification. Able to communicate effectively in writing.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent
- Teamwork – Contributes to building a positive team spirit. Keep upper management and corporate Human Resources Team up to date with issues relating to the center

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<ul style="list-style-type: none"> - Organization – Must be able to complete duties timely and accurately, with attention to detail. Must be able to multitask and follow up on outstanding assignments with little to no supervision. - Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth - Integrity - Strong emotional intelligence with high moral values, honesty and integrity; performs at a high level of diplomacy and confidentiality; strong level of discretion, professionalism, and personal ownership. 		
QUALIFICATIONS		
<ul style="list-style-type: none"> - Minimum of Bachelor's Degree in Human Resource Management, Business Administration or related field preferred, or the equivalent combination of education and experience. - Five+ years combined experience in human resources and safety, preferably in an agricultural environment. Must have experience completing employee relations and/or accident investigations. - Bilingual English/Spanish fluency, both verbal and written, required. - PHR/SHRM-CP and OSHA 10 certification preferred. - Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint) required, Learning Management Systems and HR information systems experience preferred. - Must be able to work independently, prioritize responsibilities, and meet deadlines. - Professional verbal and written communication skills, including the ability to maintain a supportive working relationship with all team members. - Ability to travel to assigned remote company locations and occasionally other company ranch locations as needed. (50% +/- travel) 		
WORKING CONDITIONS		
<ul style="list-style-type: none"> - Essential Function Conditions: 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. This team member is frequently is required to stand for an extended period of time, walk and sit and occasionally lift up to 30 lbs. The noise level in the work environment is usually moderate. The environmental exposure is seasonal outdoor temperature. - Unusual Working Conditions: Must be able to work occasionally on evenings, weekends, holidays, 6-day workweeks, and back-to-back shifts when needed. - Travel: Ongoing travel (50%+/-) will be required between our operations across multiple states. 		

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

I have read and understand the duties and responsibilities of this position and accept them. The primary function of this position is clear to me and I understand its importance to the overall success of the company. I have read the essential position functions and can perform them:

- With accommodation (see attached for details)
 Without accommodation

Employee _____

Date _____