



Human Resources Generalist* – Yuma, AZ

(*seasonal-to-regular potential)

ABOUT US

Established in 2000, Foothill Packing Inc., a California-based Farm Labor Contractor and Custom Harvester, was formed to deliver sound and reliable solutions to the challenges of the Agricultural industry. Our organization has a reputation for outstanding leadership and innovation. In fact, our operations management have at least 25 years of individual ag-related industry experience.

Our H-2A expertise is unrivaled – we complement the massive volume of staffing needs for our clients by leveraging local talent and the H-2A Temporary Agricultural Employment of Foreign Workers program, supplying thousands more. We thrive in meeting new demands and offering the industry's most effective services and resources.

With offices and field locations in Salinas and Yuma; we also operate various commodities* throughout California and Arizona. We have approximately 75 administrative and support team members with field crew team members numbering over 4,000.

**While the majority of our teams support field operations such as broccoli, lettuce, lemons, avocados, dates, vineyard grapes, watermelons, cantaloupe, hand labor, and irrigators; we provide labor for many specialty crops located in Napa, Sonoma, Huron, Patterson, Imperial, Coachella, Brawley, CA, and Yuma, AZ.*

SUMMARY

The Human Resources Generalist assists in a variety of roles, including employee relations, safety management, training & workers' compensation. The qualified candidate will be an effective advocate of the organization by ensuring top-level customer service to our employees. Attention to detail in all activities is imperative. The following job functions are not all-inclusive and may change as required by the Company.

DUTIES

- Conducts employment investigations to resolve employment relations issues. Assists in information gathering, obtaining statements, and coordinating with the Corporate Human Resources Department.
- Periodic crew visits, reporting any potential issues or concerns to the HR department.
- Assist with safety and injury & illness programs as needed.
- Assist with workers' compensation programs, coordinates information flow among internal and external parties.
- Coordinate training and development programs.
- Ensure proper compliance with off-boarding employees, work with affiliates to ensure proper processing.
- In coordination with other department staff, update on as needed basis electronic and hard-copy personnel records. Complete, as required, mandated reports for governmental regulatory agencies.
- Ensure filing compliance of all personnel records as mandated by local, state, and federal laws.
- Back-up peers in other areas such as benefits, safety and H2A when needed.
- Work closely with management and employees to improve work relationships, build morale, increase productivity, retention, and employee engagement.
- Provide HR Policy guidance and interpretation and training. Partner with management on the implementation and communication of policies and procedures.
- Perform various administrative tasks and complete special assignments and projects as required.
- Performs other duties, projects and responsibilities as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

- Bachelor's degree in Management, Accounting or Finance is preferred; minimum AA/AS degree or expected completion date or equivalent experience is desired. S/PHR, SHRM S/CP or HRP certification highly desirable or obtain certification within 6 months from date of hire.
- Requires continuing education in OSHA laws, workers' compensation, employment and labor laws, and Human Resources.
- Minimum 3 years work experience in the above areas of responsibility.
- Must have strong communication and interpersonal skills. Bilingual in English/Spanish; reading, writing, and conversing at a fluent level is preferred.

- Working knowledge of various HRIS systems is required, advances knowledge of MS Office applications.
- Ability to identify and resolve complex problems; communicate clearly and concisely, both orally and in writing.
- Ability to work with and manage a high level of detailed and confidential information.
- Resourceful, well organized, and flexible.
- Ability to work in an office environment, often sitting for long periods of time; ability to climb stairs.
- Must have ability to travel for periodic training; ability to stoop, reach, and walk and other physical activities associated with an office and field environment; lift 30 pounds without undue physical exertion; requires sufficient sight and hearing to perform all duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to travel regularly and with little notice. Local, regional, and periodic international (Mexico (20%) travel required. Must be able to obtain and maintain a valid passport.
- Prolonged periods of sitting at a desk and working on a computer.
- Light to moderate lifting (up to 30 pounds).
- Reaching, stooping, pulling, pushing and manual dexterity.
- Operating a computer, calculator, copier, and keyboard involves repetitive hand arm movement.
- Must be able to access and navigate each department at the company's facilities.
- Must be able to handle multi-tasks and work in a fast-paced environment with frequent interruptions.
- Must get along with others, providing excellent customer service within all service levels of the organization.

Qualified candidates may submit a cover letter and resume to: Careers@FoothillPacking.com