



# HUMAN RESOURCES AND TRANSPORTATION GENERALIST

## JOB DESCRIPTION

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**Job Title:** Human Resources and Transportation Generalist

**FLSA Status:** Exempt

**Reports to:** Human Resources Manager

**Work Schedule:** Monday – Saturday, Sundays and holidays as required

Travel to areas such as Mexico, Castroville, Coachella and Yuma, Arizona as required. Overnight travel will be required to Valley Pride worksites including Mexico, Arizona and California

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**POSITION SUMMARY:** The Human Resources and Transportation Generalist plays a leading role in both the Human Resource and Transportation departments. For Human Resources, this position will be responsible for assisting with a variety of employee relations issues such as investigations, orientations, facilitating onboarding, administering leaves of absence, conducting audits and providing guidance to personnel on compliance with policies. Within the Transportation department, this individual assists with ensuring DOT compliance and serves as the project leader and trainer on Fleet management software implementation and generating ad hoc analyses and routine reports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### GENERAL HUMAN RESOURCES

- Handle a variety of employee-related activities including initiating investigations, formulating responses and reporting on findings.
- Conducts orientation/onboarding and enrollment for new hires including keeping related materials updated.
- Assures that benefit changes due to a qualifying events or open enrollments (i.e. Group Medical, Dental, Vision, Life, COBRA) are processed.
- Performs periodic audits including I-9 assessments, checks for “ghost” employees and Wage and Hour.
- Assists with administering leaves including communications relating to leave and benefit status; completion and filing of paperwork; required certifications and tracking within required timelines for FMLA/CFRA, PFL, PDL, Worker's Compensation, Short and Long-Term Disability leaves.
- Other Human Resources duties as assigned.

#### TRANSPORTATION-RELATED DUTIES

- Oversees all vehicle accident and incident investigations and follow-up with all stakeholders.
- Project Lead and trainer for software implementation of Fleet Management and other related technologies.
- Participates with CHP audits and monitors accuracy of logbooks periodically.
- Maintains Pull Notice and Samba Safety program database for all internal drivers.
- Monitors SAMBA and takes appropriate action when needed.
- Assumes responsibility for vehicle registration, securing of tags, insurance cards and visits to DMV as required.

- Ensures that IFTA quarterly fuel log sheets, over wide Load permits, 2290 DOT updates, “port of entry operating permits are obtained from Arizona in a timely manner as required by State and Federal law.
- Coordinates all “reasonable suspicion” and transport-related drug/substance testing.
- Monitors compliance for DOT/CalVans drivers with respect to licenses and medical exams.
- Maintains database of old purchased and sold diesel equipment for the California Air Resource Board.
- Makes recommendations to management that improve efficiencies, safety and/or compliance-related items.

**H2A PROGRAM DUTIES**

- Assists in the overall administration of the H2A program with respect to application processing, housing, employee relations and transportation issues.
- Assists with housing rules by conducting regular housing inspections and addressing any deficiencies.
- Assists with optimal occupancy levels for all housing facilities.

**SKILLS, ABILITIES AND REQUIREMENTS:**

- Bachelor’s degree in Human Resources or Business Administration preferred, equivalent field experience accepted.
- At least 5 to 8 years of demonstrated progressive experience in Human Resources, Transportation and H2A activities.
- Bi-lingual/biliterate in English/Spanish and prior experience working with a bilingual, bi-cultural workforce is essential.
- Must have excellent communications skills: both verbal and written.
- Must be a proactive and resourceful problem solver and team player.
- Must be able to work independently, prioritize responsibilities, and meet deadlines with minimal oversight.
- Travel to remote company locations, including the following valleys: Salinas, Coachella, Yuma, and Huron on a periodic basis and as required.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and able to quickly grasp and use other computer software programs as required.
- Valid class C California driver’s license.

**GENERAL SIGN-OFF:** With my signature below, I attest that I have read and understood this job description and that I understand that I must follow all Valley Pride, Inc. policies for Safety, fairness in the workplace, rules and general guidelines as outlined in the employee handbook.

_____	_____	_____
Employee Printed Name	Employee Signature	Date
_____	_____	_____
Manager Printed Name	Manager Signature	Date

To apply, please email your resume to [ginamdemiranda@gmail.com](mailto:ginamdemiranda@gmail.com)