**HR Generalist Madera, CA**

JBT Corporation

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**Classification**Exempt

**Salary Grade Level**

**Reports to**HR Manager

**Date**  
04/03/2017

**JOB DESCRIPTION**

**Summary/Objective**

The human resource generalist is responsible for performing HR-related duties on a professional level and works closely with senior HR management in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action and employment law compliance.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
2. Participates in developing department goals, objectives and systems.
3. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
4. Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
5. Develops and maintains affirmative action program; files EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
6. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements.
7. Handles employee relations counseling, outplacement counseling and exit interviewing.
8. Participates in administrative staff meetings and attends other meetings and seminars.
9. Maintains company organization charts and the employee directory.
10. Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to  continually improve efficiency of the department and services performed.
11. Maintains human resource information system records and compiles reports from the database.
12. Maintains compliance with federal, state and local employment and benefits laws and regulations.

**Competencies**

1. Communication.
2. Consultation.
3. Ethical Practice.
4. Global & Cultural Awareness.
5. HR Expertise.
6. Relationship Management.

**Supervisory Responsibility**

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the department.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and smartphones.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

**Position Type/Expected Hours of Work**

This is a full-time position. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Some travel is expected for this position, approximately 5% - 10%

**Required Education and Experience**

1. A bachelor's degree and three to five years of  HR experience

**Preferred Education and Experience**

1. Masters' degree in human resources or related field.
2. SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential.

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of JBT Corporation to provide equal opportunity for qualified persons and not to discriminate against any applicant for employment because of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, citizenship, or any other characteristic protected by federal, state or local law at the JBT Corporation location to which this application is submitted. In addition, as a Federal Government contractor, JBT Corporation is an affirmative action employer. If you require accommodation during the application process, please contact the local Human Resources department. EOE-Females/Minorities/Protected Veterans/Individuals with Disabilities

If you have a disability or impairment that prevents you from completing the online application, please seek the assistance of your local employment services agency. JBT maintains active relationships with local employment services agencies, and they have pledged their support in assisting any applicant needing help in applying. To find information on agencies throughout the United States, please go to www.careeronestop.org

You may also call Megan Meagrow at 844-286-4524 if your disability or impairment prevents you from applying online. NOTE: Do not use this number unless you need assistance because of a disability or impairment. The personnel attending this phone line will not be able to give you a status update regarding your application and will not be the individuals making a decision regarding your employment

To apply, applicants can visit our web site at:

<http://www.jbtfoodtech.com/>