

Human Resources Generalist at Story Construction, Ames, IA

Summary of Position:

As a member of the Employee Resources Team at Story Construction and under limited supervision, the Human Resources Generalist is focused on supporting the company's vision and is responsible for planning, developing, coordinating and completing a variety of Human Resources duties to support the operations of Employee Resources Team.

Duties:

Benefits Administration – Health insurance, life insurance, disability insurance, 401(k), and section 125 plans

- Responsible for the administration, record maintenance, enrollment and compliance aspects of all benefit plans.
- Responsible for the evaluation and recommendation of employee benefit plans to be considered by the Company.
- Internal testing for compliance with plan provisions as appropriate.
- Should understand and be able to explain the benefits that are offered and available to employees.
- Responsible for communicating changes to employees when plan changes occur.

Onboarding

- Oversee the coordination of new employee orientation.
- Communicate policies, procedures, and orientation materials to new employees.
- Serve as the point of contact to enroll employees and answer questions about benefits, practice, policies, etc.

Compliance

- Administration of Story Pre-employment Physical Drug Testing Program.
- Responsibility as an EEO Officer.
 - Prepare annual reports – EEO-1, state and local filings.
 - Ensure company compliance for mandated issues.
 - Participation in EEOC investigations, complaints, etc.
- Oversee and administer Leave of Absence Processes (FMLA, STD, LTD, etc.).
- COBRA Administration.
- I-9 processing and W-4 processing.
- Ensuring that required notices are provided.
- Oversee worker's compensation
 - Submitting documentation.
 - Scheduling appointments.
 - Follow up with employees and supervisors.
 - Coordination with Work Comp provider.
 - Liaison with clinics and doctors.
 - Partner with Safety staff related to accident investigations.

Miscellaneous

- Participate in the implementation of HR goals, objectives, policies, and systems. Complete HR projects from HR priority list. Develop and maintain HR standard work and process flow.
- Assist with training and organizational development initiatives including conducting required HR related training.

- Maintain employee personnel and medical files with a high level of confidentiality and integrity.
- In partnership with other stakeholders, conducts an annual review of Story's policies and procedures, coordinates and publishes updates.
- Attends training as needed and stays current with Human Resource business practices and laws.
- Maintains a high-level of confidentiality and professionalism.

HRIS

- Serve as lead administrator for HRIS.
- Coordinate the job postings, ads, candidate screening/interviewing, background check, communicate status, and employee on-boarding.
- Maintain employee personal and work-related information.
- Creates and runs reports as needed.

Performance Management

- Oversees and coordinates employee performance review programs.
- Provides advice and consultation to supervisors regarding employee performance.
- Assists to create employee performance improvement plans.

Other Duties as Assigned

Qualifications:

- Bachelor's Degree with HR emphasis or equivalent education and work experience.
- A minimum of 7 years Human Resources experience with at least 2 years under limited supervision and use of independent discretion and decision making.
- Knowledge and background in benefits, employment law, regulatory compliance, and general business principles.
- Ability to utilize and recognize ways to improve workflow efficiency and implement change.
- High proficiency with Microsoft Office Applications (Excel, Word, PowerPoint, Outlook, etc.).
- High attention to detail and accuracy.
- Effective verbal and written communication skills.
- Supervisory experience preferred.

Physical Requirements:

The Human Resource Generalist primarily works in an office environment. However, occasional construction site visits may be necessary. During site visits, may be exposed to job site conditions, including exposure to fumes or airborne particles, loud noise levels, moving mechanical parts, and vibration, all within OSHA standards, and temporary exposure to extreme outdoor weather conditions.

Qualified applicants should apply online at

<https://storyconstruction.bamboohr.com/jobs/view.php?id=64&source=aWQ9MjE%3D>