

## **HUMAN RESOURCES GENERALIST**

### **I. ESSENTIAL FUNCTIONS AND PURPOSE (Job Description)**

The Human Resources Generalist is responsible for supporting the Human Resources Department. The position supports all activities relating to employees in the following areas: policies and procedures, immigration, employee activities and employee performance. The Human Resources Generalist will support the Human Resources Manager with organizational-wide impact on: culture, performance management, compensation, talent acquisition, policy design and overall enforcement of Company values, policies and procedures.

### **II. POSITION DEMANDS (Education/Training)**

Typically has a BA/BS in Human Resources, Business Administration, or related field, OR three plus years of relevant experience or the equivalent of a combination of the five years education (may include vocational institute certification of graduation) and experience which would provide the required knowledge and skills and allows successful performance of the job. PHR/SPHR; SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) Certification is preferred.

### **POSITION DEMANDS (Required Experience)**

- Working knowledge of HR concepts, practices and procedures.
- Demonstrated organization and creative problem solving skills.
- Ability to communicate information clearly and effectively, listen, maintain confidentiality, speak professionally, and learn process and procedures quickly.
- Well rounded knowledge of Microsoft applications. Experience with PeopleSoft preferred.
- Must have knowledge of timekeeping policies and procedures.
- Must be well versed in the Ethics program and have a good understanding of General Dynamics Standard of Business Ethics and Conduct.
- Excellent verbal and written communication skills required. Must be able to effectively communicate with all levels of employees and management.
- Knowledge of current Federal, State and local laws, rules and regulations regarding FMLA, ADA and HIPAA
- Ability to read, understands, interpret, apply and explain applicable regulatory requirements.
- Respond to requests and inquiries in person and over the telephone.
- Ability to work under pressure.
- Self-starter, ability to resolve issues and research solutions.
- Ability to learn, understands, and responds to internal customer needs.
- Must be detailed oriented.
- Ability to multitask and prioritize demands.
- Ability to work independently with minimal supervision.
- Must be able to identify and resolve problems in a timely manner.

### III. PHYSICAL REQUIREMENTS

<input type="checkbox"/>	Carrying	<input type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Walking
<input type="checkbox"/>	Climbing	<input type="checkbox"/>	Pulling	<input type="checkbox"/>	Must be able to go on vessels
<input type="checkbox"/>	Crawling	<input checked="" type="checkbox"/>	Sitting	<input checked="" type="checkbox"/>	Visual Requirements:
<input type="checkbox"/>	Crouching	<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	Hearing	<input type="checkbox"/>	Stooping	<input type="checkbox"/>	
<input type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	Talking		

### IV. WORKING RELATIONSHIPS

Reports to the Human Resource Manager. Exercises discretion when performing daily activities. Interacts with all levels of employees and management and visitors.

### V. PRINCIPAL RESPONSIBILITIES

- Assists employees with information and interpretation of HR policies and procedures.
- Supports the full-cycle talent acquisition and on-boarding process for all employees.
- Occasionally participates in the new employee orientation.
- Recommends solutions to management and participates, as appropriate to resolve such issues (i.e. employee performance/disciplinary actions, terminations.)
- Interpret, assist and advise employees and managers on personnel-related issues such as leave management, termination and company procedures and policies within the specified guidelines.
- Investigates, analyzes, and resolves human resource and ethics-related issues and ensures adequate documentation is maintained.
- Ensures support of HR programs and services.
- Demonstrates understanding and commitment to NASSCO's mission, vision, and guiding principles.
- Heavy customer service interface with employees and public.
- Coordinate between hiring manager and temporary labor providers.
- Advise supervisors and managers on human resources related issues.
- Coordinate and conduct workplace investigations.
- Coordinate responses to employee and applicant requests for accommodation under the Americans with Disabilities Act (ADA.)
- Performs additional duties and responsibilities as required.

### VI. ACCOUNTABILITY

Accountable to the Director of Human Resources for the smooth and efficient operation of the Human Resources department.

### VII. UNIQUE/ADDITIONAL REQUIREMENTS

Regular, reliable attendance on-site is an essential function of the job. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus. While performing the duties of the job, the employee is regularly required to sit, use hands to fingers, handle or feel objects or controls, and to talk and hear. The noise level in this environment is usually moderate.