



**JOB TITLE** HR Generalist  
**REPORTS TO** General Manager

### **PURPOSE/SCOPE**

This HR generalist is responsible for:

- 1) Compensation administration, payroll, company policies, employee benefits, employee relations, performance issues, employee training, safety, recruiting and onboarding, compliance, and other HR duties.
- 2) Ensuring that the company's unique culture remains intact and team members feel cared about by individuals and by the organization.

### **RESPONSIBILITIES**

1. Compensation Oversight
  - Create a compensation system to ensure an equitable/consistent pay structure.
  - Maintain oversight of compensation decisions to ensure equitable and consistent pay structure.
2. Payroll Maintenance and Administration through Paylocity
  - Manage provider relationship and payroll processing through third-party program.
  - Maintain accurate employee payroll and benefit records.
  - Process bi-weekly payrolls, resolve discrepancies, and answer questions.
  - Process open enrollment and new hire benefit enrollments.
  - Ensure accurate Annual & Quarterly processing, Employee W2, and ACA forms.
  - Complete payroll-related audits and requests including verifications of Employment requests, ND, MN, & SD Workers Compensation audits, 401k Safe Harbor annual contribution and testing.
3. Benefits Administration
  - Lead annual insurance benefits renewal process and coordinate with brokers.
  - Maintain group benefits website and lead open enrollment.
  - Ensure enrollment accuracy by reconciling monthly benefits invoices.
  - Work directly with the EAP administrator (The Village) on benefit program and serve as the liaison between counselor and employee when necessary.
  - Work directly with 401(k) administrator, coordinating compliance and all relevant decisions about the plan and work with employees on enrollment.
  - Assures compliance with COBRA and works with terminated employees.
4. HR Tasks
  - Stay current on all labor laws and ensure company policies reflect those changes.
  - Coordinate new employee onboarding/orientation and employee terminations.
  - Administer drug policy for new employees, post-accident, reasonable suspicion and random testing. (Note: CDL driver admin is with Logistics Manager)
  - Ensures all compliance is filed with appropriate entities including annual WSI and OSHA reporting.

- Act as the WSI claim administrator.
  - Coordinate and maintain the job description, performance management, and performance improvement process with managers.
  - Monitor and analyze employee turnover rate,s employee satisfaction surveys and provide strategy for retaining top talent.
5. Recruiting
- Administer the recruiting process to find strong candidates that meet job requirements and fit the company culture.
  - Work with hiring managers on postings and interviews.
6. Training
- Organize and promote supervisor and leadership training.
  - Build out and execute new employee orientation, including practical task-oriented and cultural, value-oriented learning.
  - Promote other training opportunities to likely team members.
  - Develop and implement a framework for tracking and assessing the effectiveness of training programs.
7. Promote the PFS company culture and ensure that it remains intact.
- Look for opportunities to reinforce and actively communicate company values and culture to all employees, including Peterson Post and Company history/orientation.
  - Champion company celebrations (birthdays, petersonversaries, etc), employee service opportunities (FFA, Kettle bells, etc), holidays and Joy Squad fun.
  - Ensure that team members feel cared about – funerals, weddings, babies, Christmas, personal crises, etc.
8. Perform other duties as assigned.

**EDUCATION/TRAINING REQUIRED**

- Degree in HR or 3-5 years of practical experience in HR

**EXPERIENCE REQUIRED**

- Experience working with HR compliance
- Previous payroll system administration
- Excellent organizational skills and ability to manage multiple priorities
- High level of interpersonal and communication skills
- High level of confidentiality

**SUCCESSFUL CANDIDATE WILL POSSESS:**

- Excellent relationship-building skills
- Strong written, oral and presentation skills
- Desire to maintain PFS's unique culture
- The ability to demonstrate through action Peterson Farms Seed’s Core Tenets:
  - Integrity
  - Team Contribution
  - Excellence
  - Positive Attitude