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**JOB TITLE: HUMAN RESOURCES GENERALIST**

REPORTS TO: HUMAN RESOURCES DIRECTOR

CLASSIFICATION: NON-EXEMPT

PAY GRADE: GRADE 9 STARTING WAGE BEGINS AT \$18.77

POST DATE: FEBRUARY 13, 2018

CLOSING DATE: FEBRUARY 27, 2018

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**SUMMARY/OBJECTIVE:** Perform Human Resources related duties at a professional level and carry out responsibilities for the departments/business units as assigned. Develop comprehensive relationships within each department to better meet the needs for hiring, counseling, and processing all documents.

**ESSENTIAL FUNCTIONS:** Specific duties include, but are not limited, to the following:

- Provide counseling to management staff with respect to BDC's policies and procedures.
- Maintain consistent and accurate record keeping methods relative to employee related issues.
- Coordinate and process employment related documents daily relative to new hires, leaves of absence, separations, and other actions.
- Utilize internal systems concerning human resources matters and ensure accuracy of the data is recorded.
- Recruit, interview and contribute to the selection of most qualified candidates for open positions.
- Responsible for accurate completion of state and federal documents on employees; including the I-9 form
- Respond to employee conflict and interpersonal issues that arise in a professional manner.
- Review disciplinary actions with departmental managers, determine appropriate corrective measures to be taken and ensure consistent documentation regarding disciplinary actions taken.
- Represent LDF BDC in Unemployment Appeals.
- Document and track all Accident/Injury forms and manage the process of Workmen's Compensation Claims
- Generate reports for departmental forecasting and HR tracking.
- Maintain accurate and up to date information on employee personnel files.
- Track and distribute employee performance evaluations to appropriate managers on a monthly basis.
- Update and monitor eligible salary adjustments/increases based on one-year evaluations.
- Monitor employee eligibility dates for all benefit plans. Reviews benefits with employees, organize and maintain annual open enrollment communications and elections process.
- Carry out all other duties or tasks as assigned.

**EXPECTATIONS/ABILITIES:**

- Strong attention to detail.
- Ability to organize and prioritize work.
- Responsible for maintaining a consistent regular attendance record.
- Must be able to coach employees and management through complex, difficult and emotional issues.
- Ability to effectively communicate through various methods; such as e-mail, written documentation and telephone.
- Strong commitment to customer service.
- Must maintain a high level of confidentiality.
- Superior written and oral communication skills.
- Effective time management and organizational skills.
- Must be detail-oriented.
- Ability to solve problems independently.

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104



- Possess strong computer skills with proficiency in software including Microsoft Office.
- Skill of developing and maintaining positive relationships with external and internal customers

**SUPERVISORY RESPONSIBILITY:** This position has no direct supervisory responsibilities.

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

**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 and hear. This is a largely sedentary role; however some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary.

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time position. Days and hours of work are primarily Monday through Friday, 8:00a to 4:30p. However, evening and weekend hours are required as job duties demand.

**TRAVEL:** Little to no travel is expected for this position.

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

- Associates degree in an HR related field is required, with a BS degree preferred
- If no degree in an HR related field, a minimum of 4 years of HR and/or Supervisory experience is required.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

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The LDF Business Development Corporation is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

**EEO STATEMENT:** LDF BDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

**HOW TO APPLY:** To apply for this position please submit an application, resume, and cover letter to:

LDF BUSINESS DEVELOPMENT CORP.  
ATTN: HUMAN RESOURCES  
PO Box 155  
LAC DU FLAMBEAU, WI 54538  
866.423.6104 (FAX)  
[HR@LDFBDC.COM](mailto:HR@LDFBDC.COM)

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