



JOB TITLE: HUMAN RESOURCES GENERALIST

REPORTS TO: HUMAN RESOURCES DIRECTOR

CLASSIFICATION: NON-EXEMPT

PAY GRADE 9: STARTING WAGE \$22.37/HR

POST DATE:

CLOSING DATE: OPEN UNTIL FILLED

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.
- Gather and submit documents relevant to employment in preparation of state 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 management staff at company determined evaluation timeframe.
- Review and update records for all employee salary adjustments related to performance reviews, promotions, and transfers.
- Assist in benefit onboarding and responding to questions as a secondary back up to the Benefits and Payroll Coordinator.
- Carry out all other duties or tasks as assigned.

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.

EXPECTATIONS/ABILITIES:

- Possess superior written and verbal communication skills.
- Possess effective time-management and organization skills.
- Ability to be proactive, self-motivated, and self-directed.
- Ability to operate calmly in a fast-paced environment.
- Ability to work well under pressure.

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- Ability to navigate multiple computer software programs and applications.
- Ability to work and collaborate in a team environment.
- Perform all duties with acute attention to detail.
- 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.
- Must maintain a high level of confidentiality.
- Ability to solve problems independently.

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.

COMPANY STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corp. expectations:

- Demonstrate an attitude of safety first.
- Possess work ethic consisting of loyalty, integrity, pride, perseverance, accountability, respect, and teamwork.
- Possess an ambition to succeed.
- Adhere to company policies and procedures.
- Represent the company in a positive and professional manner.
- Flexibility to work for extended hours to meet deadlines.
- Handle oneself with professionalism during stressful situations.
- Maintain a positive attitude and morale.
- Interact effectively with all members of the company and all outside associates.
- Consider long-term implications of decisions and actions.

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- Work independently, exercise discretion, and make competent decisions.
- Comply with designated work schedule.
- Use company resources wisely.
- Maintain neat, clean, and organized workspace.
- Analyze and implement ways to improve individual and/or company performance.

EEO STATEMENT: LDF Business Development Corp. provides equal employment opportunities (EEO) to all team members 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.

REQUIRED PRE-EMPLOYMENT SCREENING: LDF Business Development Corp. is committed to a drug-free workplace. To qualify for this position, applicants must agree to pre-employment drug screening and potential random testing, as required thereafter.

HOW TO APPLY: Please complete the online application at WWW.LDFBDC.COM and attach your resume to be considered for this position.

Additional information regarding the position may be found by contacting:

LDF Business Development Corp.
Attn: Human Resources
Po Box 155
Lac du Flambeau, WI 54538
715.388.0502 (Phone)
866.423.6104 (fax)
HR@LDFBDC.COM