

Job Description

Job Summary

The Human Resources Specialist position is responsible for the day-to-day operations of the HR functions. The HR Specialist manages the administration of the human resources policies, procedures and programs. The HR Specialist will carry out responsibilities in the following functional areas: Human Resource Information System, employee relations, training and development, compensation, benefits administration, organizational development, union relations, recruiting and employment. This position will report to the Chief Financial Officer.

Essential Functions

This position is accountable for, but not limited to the following:

- Partners with management to communicate Human Resources policies, procedures, programs and
- Provides employee relations
- Serves as the first point of HR
- Recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and
- Leads investigations when employee complaints or concerns are brought
- Advises supervisors on steps in the progressive discipline process, including all verbal and written documentation. Counsels supervisors on employment
- Complies with all existing governmental and labor law reporting requirements including any related to the Equal Employment Opportunity (EEO), the American with Disabilities Act (ADA), Vets 4212, the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, OSHA, Workers Comp, Oregon Bureau of Labor and Industry,
- Manage the selection, negotiation, and implementation of the Company's health & welfare benefit
- Audit and pay all health and welfare bills ensuring that all team member deductions are properly being
- Assist with the negotiations and implementation of union contracts as well as ensure that all pay, holidays and paid time off policies are strictly adhered
- Work with EHS and Operations Teams in support of the Company's safety
- Lead the recruitment efforts in the search for new team
- Play a key role in maintaining an ethical and sustainable environment for the Company's
- Helps to develop, refine, and improve existing processes in the spirit of continuous
- Assists with special projects as

Competencies

- Thorough knowledge of employment laws and practices in Oregon and
- Strong relationship management/interpersonal skills
- Coaching/Counseling/Consultation

- Effective oral and written
- Evidence of the practice of a high level of confidentiality
- Excellent organizational skills and extreme attention to
- Strong aptitude in problem-solving.
- Ability to interpret and enforce union
- Ability to prioritize responsibilities and manage
- Respect - extending dignity and respect to all team members at all
- Integrity - fostering trust and a positive work

Supervisory Responsibility

This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions.

Work Environment

This position operates in an office environment with an occasion to interact with team members in a manufacturing environment where personal protective equipment (PPE) may be required to wear.

Travel

- 20-30% travel is expected for this

Required Education and Experience

- SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP)

Other Duties

This job description is not designed to cover or container a comprehensive listing of activities, duties or responsibilities that are required of the team member for this position. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

- Bachelor's degree in Business, Human Resources or a related field
- 3-5 years relevant HR experience
- General knowledge of HR components and processes
- Highly skilled in the following software programs; Excel, Word, Outlook, Powerpoint
- Demonstrated project coordination skills
- Experience in handling highly confidential and sensitive information
- HR exposure/experience in all aspects of HR including compensation, benefits administration and performance management
- Excellent communication skills both written and verbally

Salary: \$60,000.00 to \$65,000.00 /year