



Job Description

Position: HR Generalist
Reports to: Payroll Specialist
FSLA: Non-Exempt
Position Type: Part-Time Hourly (20-24 hours per week)

Position Summary

This position is primarily responsible for ensuring that the overall administration, coordination, and evaluation of all aspects of human resources are completed by performing the following duties.

- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, disciplinary documentation, classifications, and employee leaves of absence.
- Perform duties related to recruitment and onboarding including, but not limited to;
 - Collect approvals and post open positions
 - Collect and disperse resumes
 - Schedule interviews
 - Schedule background check
 - Collect new hire documentation
 - Explain personnel policies, benefits, and procedures to employees or applicants
- Perform duties associated with employee separations:
 - Disperse termination paperwork
 - Perform exit interview
 - Manage Cobra paperwork and return of goods
- Perform duties related to updating employee information including, but not limited to:
 - Record data for each employee, including such information as addresses, annual earnings, absences, and supervisory reports on performance
 - Disperse updates to payroll and budget personnel
- Manage mid-year and year-end employee evaluations, distribute templates, collect final evaluations, and file accordingly.
- Manage employee benefits including medical, vision, dental, life, disability, health savings, flexible spending accounts, and retirement benefits:
 - Work with providers to gather open enrollment updates
 - Present benefit pricing to decision makers
 - Schedule companywide benefits meetings
 - Disperse open enrollment information to all staff and collect all documentation
 - Forward all completed forms to providers and save on applicable USSEC servers

- Compile all necessary information to complete annual benefits census, 401k census and 5500 reporting
- Manage annual required trainings such as Fraud Prevention, Civil Rights, etc.
- Manage annual required forms for Conflict of Interest, Human Resource Policies, Information Technology Policies.
- Oversee annual updates to Human Resource Policies to be updated by third party.
- Maintain and oversee annual updates to job descriptions.
- Participate in bi-annual salary studies with updated job descriptions. Salary study to be completed by a third party.
- Participate in companywide meetings.
- Assist with special projects as assigned.

Education and Experience

- Bachelor's degree preferred; or three to six years of related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of Paylocity, preferred.

Knowledge, Skills and Abilities

- Maintain strict confidentiality.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Exceptional organizational skills.
- Ability to prioritize and then multi-task.
- Strong computer skills and ability to easily work in Microsoft products.
- Strong attention to detail and accuracy.
- Team work.
- Basic math skills.

Physical Abilities: Those commonly associated with the performance of the functions of this job.

- Light sedentary office work.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.
 Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

ABOUT USSEC

The U.S. Soybean Export Council (USSEC) builds preference for U.S. soybeans worldwide by creating demand through educating soy users and connecting soy professionals. We are a dynamic partnership of key stakeholders representing soybean producers, processors, commodity shippers, merchandisers, allied agribusinesses and agricultural organizations.

The USSEC team is governed by core values. These values shape our culture and define the very character of our organization. They guide how we behave and make decisions. **AT USSEC WE ... DELIVER WORLD CLASS PERFORMANCE, ACT RESPONSIBLY, FOSTER OUR DIVERSITY AND TRUST OUR TEAM.** To learn more, visit www.ussec.org/ussecvalues.

USSEC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

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To file a complaint alleging program discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at:

https://www.ascr.usda.gov/sites/default/files/Complain_combined_6_8_12_508_0.pdf or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax: (202) 690-7442; or email program.intake@usda.gov. Additional information on filing a program discrimination complaint can be found at: <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>.

This institution is an equal opportunity employer and provider.