



Human Resources Generalist Cal-Waste Recovery Systems Galt, CA

This is a unique opportunity for an HR professional with a diverse range of interests to be exposed to the full scope of HR functions. If you're a people-person, this is the best place to be. We believe our employees are our greatest asset. It's an ideal role for somebody who wants to roll up their sleeves and help make a big impact. Our world-wide headquarters is located in Galt, CA. Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin and Calaveras County. A family-owned business **99 years strong**. Check us out at www.cal-waste.com.

About The Opportunity:

The Human Resources Generalist will focus on providing excellent internal customer service support. The goal is to ensure the HR department's operations run smoothly and effectively to deliver maximum value to the organization and all team members. The HR Generalist will reinforce the organization's employee-related policies and practices and ensure compliance with regulatory requirements while maintaining a positive and consultative relationship with employees and leaders.

Primary Responsibilities:

- Serves as point of contact for employee relations issues.
- Coordinates recruitment and on-boarding to ensure the orientation process is complete and thorough.
- Assist with training and development.
- Assist in development and implementation of human resources policies.
- Conducts investigations when necessary and participates in disciplinary actions when applicable.
- Manage occupational injuries and Worker's Compensation claims.
- Knowledge of the organization's benefits, Administration of company's benefit (Open Enrollment) including ACA compliance and tracking as well as health and wellness initiatives.
- Reconcile all medical bills associated with benefits.
- Responsible for the oversight and management of all LOA's including FMLA; provide support to employees and management in this area and resolve any issues that may arise.
- Promote HR/Safety programs to ensure a productive and efficient workplace.
- Coordinate performance evaluation process and merit process.
- Maintain compliance of OSHA and DOT record keeping.
- Participate in payroll processing.
- Communicates and plans employee engagement events.

- Assist in 401(k) administration.
- Performs other job-related duties as assigned.

Experience and Qualifications:

Bachelor's degree in related field

PHR or SPHR certification preferred

3+ years of Human Resource Generalist experience

Excellent communication skills, interpersonal skills, ethics, and cultural awareness

Problem-solving aptitude and thorough knowledge of HR procedures and policies

Knowledge of Excel and Microsoft Office Suite

Benefits:

Cal-Waste offers competitive salary, a great benefits package including health, dental, vision, life insurance, 401(k), vacation, sick leave, holidays and a simplified cafeteria plan for all full-time permanent positions.

Pay Range

\$35.00 - \$44.00