**HR Generalist**

**Company Background**

Founded in 1973, Mid-State started out as a Machine Shop with 15 employees servicing mostly the Phosphate industry. Today, Mid-State employees over 500 people serving the Phosphate, Chemical, Power, Citrus, Sand & Aggregate, and many other industries by offering turnkey solutions including field maintenance, fabrication, dragline repair, machining, pump repair, gearbox repair, and valve repair. Mid-State is equipped with industry experts, over 200,000 square feet of shop space, and overhead crane capacity up to 35 tons all which allow us to meet all of our clients’ needs. <http://www.midstateindustrialcorp.com>

**Job Summary**

As a HR Generalist, you oversee and manage key HR functions for the Company.

**Essential Duties**

**Employee Relations**

* Manage and oversee employee leaves; Ensure Short-Term Disability / Long-Term Disability insurance provider is handling claims promptly, approvals align with actual employee requests / needs; Ensure employees are well supported throughout the process and assist with educating on who to call / what to do / when, as needed. Follow-up with employees that have claims denied due to incomplete or failure to return paperwork; Work with managers to ensure they are aware of when employees will be out and when they can expect them to return; Advise employees and managers of the process to return-to-work; Track leaves in a department spreadsheet.
* Manage and oversee workers compensation claims; Ensuring claims are submitted on-time, drug testing is performed, and all the necessary documentation is collected promptly; Working with the workers compensation broker and/or insurance company to find approved facilities, as needed for remote employees and/or situations that require such. Coordinate with safety and management as needed for light duty work.
* Handle complaints; Settle disputes; Resolve grievances and conflicts.
* Act as an advisor to management and ensure discipline policies are being consistently applied.
* Conduct exit interviews to identify underlying triggers for employee exits.

**Compensation and Benefits**

* Perform as a SME for all Company benefits, educating and advising employees on benefits available to them and assisting them with making informed benefit choices during open enrollment and/or after a qualifying life event (QLE).
* Ensure current Summary Plan Descriptions (SPD’s) are easily accessible to both HR Practitioners and employees.
* Verify Affordable Care Act (ACA) reporting and 1095 C’s are accurate.
* Manage the activities that occur leading up to and during open enrollment.
* Approve 401(k) loans and otherwise assist employees with their 401(k) questions.
* Assist with the review processes.
* Work with payroll to determine root cause of payroll issues, as needed.
* Take a leadership role with executing open enrollment activities.

**Recruiting**

* Partner with hiring managers to hire talent.
* Perform searches for qualified candidates, using sources such as; computer databases, networking, Internet recruiting resources, advertisements, job fairs, and employee referrals.
* Manage and enforce recruitment processes acting as an adviser to hiring managers and ensuring key steps in the process are achieved in the order in which they are required and/or escalating situations that call for diversion from standard process to Sr. level management.
* Phone screen candidates to assess their knowledge, skills, abilities, and fit with the Company.
* Make hiring recommendations to hiring managers and Senior Leadership.
* Participate in discussions about pay rates, perform compensation analysis as needed, and ensure internal equity is considered.
* Draft and/or approve offer letters that have been drafted by the HR Assistant to ensure they align with current templates and appropriate benefit offerings.
* Attend community outreach events such as, job fairs, school tours, etc.

**General**

* Perform as a subject matter expert (SME) for all HR related software.
* Shared responsibility, with Director of HR, to train department employees.
* Report on key HR metrics, as requested by management.
* Stay current with laws and regulations that impact Human Resources.
* Utilize relevant information and judgement to evaluate whether events or processes comply with laws, regulations and/or standards; Raise questions or use resources when in doubt.
* Explain regulations, policies, or procedures to appropriate parties, as called for.
* Oversee the random drug testing program to ensure a list of active employees is being submitted to the Company’s third-party medical partner and that employees randomly selected are sent for testing timely.
* Scan and save all HR related documents, using proper naming conventions in the appropriate folder on the HR shared drive.
* Maintain employee personnel files in accordance with department guidelines.
* Lead continuous improvement discussions, initiatives and / or projects; bring up opportunities for improvement and offer possible solutions.
* Use of personal vehicle for Company errands, occasionally.
* This position requires occasional travel for training and /or outreach activities (possibly overnight / multiple days.)
* Other duties as assigned.

**Skills & Qualifications**

* Bachelor’s degree in an applicable study area such as Human Resources, Communication Studies, Psychology, or Business with 3+ years of experience in HR, is required. Will also consider a High School Diploma or GED with 5+ years of related experience.
* Intermediate to Advanced computer skills/abilities, required. Experience with Outlook, Excel, and Word, required.
* Experience with HRIS is required.
* Experience with an ATS, is preferred.
* Must always be available to take calls regarding urgent employee matters day and night.
* Dependability - job requires someone who is reliable, responsible, and fulfills obligations.
* This position has access to sensitive information. Must always be honest and ethical and operate with a high-level of integrity. Must recognize the importance of confidentiality and maintain confidential information, without exception.
* Excellent Time Management and Organizational skills. Managing one's own time and the time of others. Developing goals and plans to prioritize, organize, and accomplish your work.
* Strong sense of urgency and ability to prioritize a high volume of demands.
* Must be an Active Learner - understanding the implications of new information for both current and future problem-solving and decision-making.
* Above average Communication Skills, required. Communicating clearly via phone, in written form, e-mail, or in-person.
* Excellent Attention to Detail - being careful about detail and thorough in completing tasks.
* Must be a Cooperative Team Player - displaying a good-natured, cooperative attitude.
* Must be able to establish constructive and cooperative working relationships with others and maintaining them over time.
* Adaptability/Flexibility - being open to change (whether it is personally perceived to be positive or negative) and to considerable variety in the workplace.
* Self-Motivation and Initiative - willingness to take on responsibilities and challenges, by one’s own initiative - not only when asked.
* Stress Tolerance - accepting constructive criticism and dealing calmly and effectively with high stress situations.
* Independence - developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
* Self-Control - maintaining composure, keeping emotions in check, controlling anger, and avoiding passive-aggressive behavior, even in very difficult situations.
* Follow-up and Persistence in the face of obstacles.
* Social Orientation - job requires preferring to work with others rather than alone and being personally connected with others on the job.
* Achievement/Effort - establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
* Analytical Thinking and Complex Problem Solving - analyzing information and using logic to address issues and problems. Identifying complex problems, reviewing related information to develop and evaluate options and implement solutions.
* Innovation - creativity and alternative thinking to develop new ideas for and suggestions for improvement.
* Monitoring - Reviewing information from materials, events, or the environment, to detect or assess problem; Assessing performance of yourself, others, or organizations to take corrective action or make improvements.
* Social Perceptiveness - Being aware of and understanding why others' reactions as they do.
* Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* Service Orientation - Actively looking for ways to help people.
* Interpreting and / or explaining the meaning of information to others and how it can be used.
* Assessing the value, importance, or quality of things or people as they relate to the Company.
* Conventional – follow a set of procedures and routines. Work with data and details more so than with ideas. Follow a clear line of authority.
* Enterprising – ability to initiate and carry out projects.
* Leadership - Job requires a willingness to lead, take charge, and offer opinions and direction.

**Other Information**

* This is a salaried / exempt position.
* This position reports to the Director of Human Resources.
* This position typically has 0 direct reports.
* Mid-State is proud to offer benefits to all of its full-time employees. Benefits available include Medical, Dental & Vision Insurance, Life and AD&D Insurance, Disability Insurance, 401(k), Vacation, Holiday pay, and an Employee Assistance Program.

**Physical Requirements / Working Environment**

* Location is at 2721 Mine and Mill Road, Lakeland, FL.
* This is a full-time position. Days and Hours of work may vary and are somewhat flexible but this position is generally required to work from the work location above Monday through Friday, between the core hours of 7 am to 6 pm. Must be willing to work nights, weekends & holidays, when necessary.
* This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
* This is a largely sedentary role; however, while performing the duties of this job, the employee will be frequently required to use hands to finger, handle, or feel objects, or controls; reach with hands and arms, talk and hear. This position will require occasional standing, walking, balancing, stooping, kneeling, and crouching. Must be able to occasionally lift or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
* Mid-State maintains a firm commitment in providing a safe and healthy work environment for its employees and quality services to its clients. Mid-State is a drug-free workplace. Must be able to pass a post-offer / pre-placement drug screen and job-related employment physical. Must also submit to a post-offer / pre-employment background report & motor vehicle check.

Must be legally authorized to work in the United States.

Mid-State participates in E-Verify. Go to https://www.uscis.gov/e-verify to learn more.