

Job Title: Human Resource Generalist
Department: Human Resource Department
Reports To: Human Resource Manager
FLSA Status: Exempt
Creation Date: 1/1/2018
Revision Date: 3/7/2018



POSITION SUMMARY

Primary purpose of this role is to provide technical advice, information, and guidance to management, employees and applicants related to the recruitment and placement process. This position is also responsible for training, conducting investigations, reporting, and administration of the Family Medical Leave, record keeping for ATF, and tracking of drug testing process.

SAFETY, HEALTH & ENVIRONMENTAL RESPONSIBILITIES AND ACCOUNTABILITIES

Include, but are not limited to:

- Complying with all necessary requirements put in place to prevent incidents, injuries or losses
- Ensuring the safety and health of themselves and others in the workplace by being responsible for their actions and taking due care while performing their work
- Identifying, eliminating, and reporting hazards as soon as practicable
- Reporting incidents and accidents as soon as practicable
- Disclosing all information regarding incidents and cooperating in incident investigations
- Assisting in the resolution of health and safety matters in a positive and timely manner
- Using and maintaining personal, protective equipment (PPE)
- Providing suggestions for improving work processes
- Assisting management by supporting change to achieve desired targets
- Ensuring that plant and equipment operate within their safe working limits
- Ensuring that correct equipment is used for the job
- Participating in risk assessment methodology
- Participating in safety initiatives
- Receiving training and instruction as required
- Maintaining good housekeeping standards

ESSENTIAL FUNCTIONS

Human Resource Competencies and Guiding Principles

- Honest and truthful in all our dealings
- Responsible and accountable when carrying out our job duties
- Fair and equitable in each relationship
- Respectful and mindful of the dignity of everyone
- Compassionate and caring in each situation
- Confidentiality – ability to maintain and protect confidential information at all times. Must be trustworthy and discreet
- Problem solving—identify and resolve problems in a timely manner as well gather and analyze information skillfully
- Communication—speak clearly and persuasively in a positive manner, edit work for spelling and grammar, present numerical data effectively, and read and interpret written information
- Planning/organizing—prioritize and plan work activities, use time efficiently, and develop realistic action plans
- Quality control—demonstrate accuracy and thoroughness and monitor own work to ensure quality
- Adaptability—adapt to a complex and dynamic work environment
- Dependability—consistently follow instructions, respond to management direction, and solicit feedback to improve performance
- Motivation—bring a passion to work and have a propensity to pursue goals with energy and persistence
- Must possess superior organizational skills to plan, monitor and adjust to dynamic operating issues
- Must have excellent ability to report information as well as maintain organized and current files

Departmental Responsibilities

- Maintains departmental compliance with all local, state, federal, and company rules
- Interprets and explains human resources policies and procedures to supervisors and employees and assists in solving problems involved in the administration of the human resources system
- Performs research studies on various human resources topics and reports findings in writing
- Reviews formal or informal complaints and inquiries and recommends resolutions

- Develops and presents training courses; coordinates efforts to provide training to supervisors, which may include outside trainers
- Reviews human resources policies and practices to ensure compliance with Federal and State statutes and company policies; drafts and recommends new or revised policies, human resources rules, and/or procedures
- Conducts special projects and investigations, e.g. investigating harassment complaints, hiring decision complaints
- Seek continuous improvement through trainings to stay current with legal updates, compliance issues, and HR trends
- Professionally and accurately responds to written and oral inquiries from employees and managers regarding HR questions, issues, and problems
- Audits data entry process and audits reports for payroll to ensure accurate data entry
- Tracks and maintains records associated with the drug testing program, including ordering all of the supplies for medics (Quest Diagnostics and Psychemedics) and for Juneau Urgent Care
- Works with managers and the medics to assist in the scheduling of random drug testing, acts as a witness, and transports collections for drop off when needed
- Record keeper and administrator for Employee Possessor Clearance process with ATF. Send timely reports to add and delete employees, maintains and audits files periodically to ensure accuracy
- Publisher and editor for employee quarterly newsletter (4 times a year). Ensures timely publication of quarterly employee newsletter
- Coordinator for the Electrical Apprenticeship Program
- Interviews, collects, and analyzes exit interview information. Provides a year-end report for SMT members
- Assists security in the clearing out, packing, and shipping belongings of former employees from camp and the dry
- Provide assistance to HR Specialist when needed
- Participate on the Employee Activity Committee
- Participate on other committees as needed for software upgrades, and continuous improvement projects
- Completes other tasks and projects as assigned

Recruiting New Hires / On boarding Process

- Primary point of contact for hiring managers to post vacancies and will provide recruitment strategies to successfully fill positions, which includes onboarding new hires. Continued review and refinement of recruitment process
- Generates accurate job descriptions
- Responsible for accurate and timely updating of recruitment data to ensure reports and recruitment folders reflect status of each recruitment through the various stages
- Schedule interviews for hiring manager and applicants
- Provides benefit overview to applicants, including camp tours
- Prepares employee onboarding checklist and reviews data to make improvements to onboarding process
- Opens recruitment folders for vacancies and properly closes recruitment folders
- Sends hiring managers applications received for vacancies in a timely manner
- Attend job and career fairs as needed

Family Medical Leave Administrator – Wage Continuation Program

- Provides advice and counsel to employees and supervisors on Family Medical Leave Act (FMLA)
- Invokes FML for qualified employees and tracks leave entitlements
- Notifies HR Manager when employees FML entitlement is going to be exhausted
- Works with employee and provider to ensure documents are received and provider notes are sent to appropriate parties for short-term disability or wage continuation program
- Properly communicates wage continuation benefits and process to employees and supervisors.

QUALIFICATIONS

Education and/or Experience

- B.A. in Human Resources, Business Administration or related field and or equivalent combination of education and experience
- Must have two or more years of experience in human resources, preferably in the mining industry
- Aptitude for critical thinking, problem solving, and decision making. Can independently carry out job duties in an accurate manner
- Work product is at the professional level and has ability to proof their own work

Other Qualifications

- Skill and ability using Microsoft Office e.g., Word, Excel and Outlook
- Pass a pre-employment physical and drug screen
- Pass a position-specific physical demands assessment

PHYSICAL DEMANDS

While performing the duties of this job, employees may be frequently required to stand, walk, or sit for extended periods of time; use hand and fingers to handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl. The employee must be able to talk and hear.

JOB TASK	TEST ACTIVITY	COMMENTS
Walking - Incline	Treadmill Level – 3 min. 10% grade 1 min. 12% grade- 1 min. 15% grade – 1 min.	Work areas
Balance uneven surfaces	Airex-SLS or balance board 30 sec.	Uneven surfaces
Carry 25lbs. 50 ft.	Weighted crate trial - lift and carry 1: 15lbs. – 1 rep. 2: 25lbs. – 1 rep.	Office supplies
Carry 50 lbs. 20 ft.	Weighted crate trial - lift and carry 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Lift 25lbs. Floor to waist	Weighted crate trial 1: 15lbs. – 3 reps. 2: 25lbs. – 3 reps.	Office supplies
Lift 50lb. Floor to waist	Weighted crate trial 1: 35lbs. – 1 rep. 2: 50lbs. – 1 rep.	Office supplies
Reach Knee to shoulder		General duties

WORK ENVIRONMENT & JOB SCHEDULE

Employees may be frequently exposed to underground work environments; outside weather conditions, wet and/or humid conditions; extreme cold, extreme heat, potentially hazardous wildlife; moving mechanical parts; high precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in most work environments is usually very loud. This position will work at the mine site Monday through Thursday with a 4/3 work week schedule.

ABOUT US

Greens Creek

The Greens Creek Mine, located on Admiralty Island, 18 miles south of Juneau, is an underground polymetallic mine employing approximately 425 people. The mine is owned and operated by Hecla Mining Company, headquartered in Coeur d'Alene, Idaho. Established in 1891, Hecla has a rich history as a distinguished and respected precious metals producer. Winner of numerous safety and environmental awards, Greens Creek is seeking new team members committed to professional growth and success.

Community

Juneau, Alaska's capital, is the third largest city in the state. Like Alaska, Juneau is full of contrasts, a sophisticated cosmopolitan city in the heart of the Tongass National Forest. Nestled at the base of mountains overlooking the Gastineau Channel, Juneau is surrounded by intercoastal waterways, lush rain forests, rugged mountainsides, and awe-inspiring glaciers. This small city has it all, the adventure of the "last frontier" as well as a good education system, year-round cultural and sports activities, a wide variety of entertainment, world class fishing and wildlife viewing, temperate weather, and a strong sense of community. Juneau is rich in mining history and Greens Creek is proud to contribute to that heritage by operating in a safe and environmentally responsible manner.

Compensation & Benefits

Hecla Greens Creek offers competitive pay based on experience and an excellent low-cost benefits package for medical, prescription, dental, and vision insurance as well as other coverages such as disability coverage and life insurance. Retirement benefits include a pension plan and 401(k) with company match.

APPLICATIONS & RESUMES

Applicants must possess current authorization to work in the United States. Resumes are welcome but **must be attached to an application form**. Applications are available at the Juneau Job Center or <http://www.hecla-mining.com/careers/>. Completed applications should be forwarded to:

Juneau Job Center
10002 Glacier Hwy #200
Juneau, Alaska 99801
Phone: 907.465.4562
Fax: 907.465.2984

Hecla Greens Creek is an Equal Opportunity Employer.
Please visit Hecla's website at www.hecla-mining.com
and our recruiting page at
<http://www.hecla-mining.com/careers/>

ACKNOWLEDGMENT

I have received my job description and understand I will be evaluated on the requirements of the Human Resource Generalist position.

Signature and Date

Printed Name