

Hecla Mining Company
Position Description
10/01/2021

Position Title: HR Generalist

Location: Coeur d'Alene Corporate Office

Purpose: Implementation of human resource policies, programs, and procedures. Advises management and employees on questions or problems relating to human resources. May be skilled in compensation, health and welfare benefit administration and compliance, employment, training, and state and federal reporting

Reports To: Manager - Compensation & Benefits

Objectives, Tasks & Standards

Employee Relations

- New employee orientation (form completion, explanation of benefits, presentation/training, introduction to Company and employees)
- Coordinate with other departments regarding new hires and termed employees
- Assist with collection of new hire paperwork and required testing results
- Assist with recruitment efforts (advertise, resume recordkeeping, coordinator interviews, job fairs)
- Assist with relocations (transportation of personal household goods and temporary housing)
- Maintain employee handbook and policies and procedures manual
- Assist with Performance Management program
- Assist with training and development efforts
- Maintain Company organization charts
- Organize Company events (meetings, golf tournaments, etc)
- Administer and track FML
- Assist with Immigration process

Benefits

- Organize/process and present Open Enrollment Information to Site HR Teams and Corporate Employees
- Create/maintain benefit plans in ADP
- Create/maintain carrier connections with benefit vendors
- Prepare weekly/monthly medical premium reports
- Audit enrollments/benefit rosters
- Process invoices for payment

Regulatory Compliance and Reporting

- Ensure regulatory compliance with all employee related federal and state regulations (HIPAA, FMLA, FLSA, etc)
- EEO report
- Idaho Industrial Commission reports
- Annual Workers Compensation report

Administrative Support

- Support the HR function in ADP per payroll schedule. Enter New Hires/Transfers/Terms
- Support Site HR teams with ADP HR function related duties
- Provide departmental administrative services for the H.R. Team including salary survey participation, preparation of new hire forms, e-mail correspondence, mailings, and other administrative support, as requested
- Attend training sessions to improve software knowledge, communication skills, build corporate relationships and develop personal and professional skills
- Create and maintain personnel files
- Create monthly employee reports

Job Qualifications

Technical Skills & Abilities

- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy. Demonstrates a solid understanding of data sources, data organization and storage.
- Experience with ADP preferred
- Well-developed computer skills in Word, Excel, Power Point and numerical data entry
- Able to communicate effectively, using verbal and written presentations
- Able to comprehend verbal and written information and ideas presented by others
- General administrative and clerical skills, including office procedures, terminology and record/file maintenance
- Knowledge of basic accounting practices
- Knowledge of benefit plans, payroll procedures and tax structures
- Able to meet critical deadlines

Interpersonal Competencies

- Able to provide discretion and discernment related to the knowledge and communication of confidential information, and in all business matters
- Self-motivated, with the ability to work independently, and work effectively within team structures
- Able to provide creative insight and problem solving
- Able to organize and perform a variety of tasks and activities, in an accurate and timely manner
- Reliable and extremely dependable in everyday job performance, including good attendance

Education & Training

- Four-year degree in related studies
- Knowledge of multiple HR disciplines
- Knowledge of state and federal employee and benefits laws