

Human Resources Generalist

Reports to: Controller

Status: Salaried / Exempt / With Benefits

Core Hours: First Shift, Monday - Friday

Located: Green Bay, WI Travel: < 5% of time



Position Description:

The HR Generalist is responsible for performing HR related duties including talent acquisition and development, ensuring the organization's compliance with applicable employment laws and regulations, coaching and mentoring leaders, employee/labor relations, compensation, benefits administration, and company policies and procedures. Role involves cross-functional team/committee participation, particularly in regards to workplace safety and OSHA regulations. All objectives are to be accomplished while supporting our Vision, Mission and Values, seeking process improvement and best practices, and by following and promoting the Koss culture and code of conduct.

Qualifications & Skills:

- Minimum of 3-5 years exempt-level HR experience in a generalist role.
- Bachelors degree in HR, Business or closely-related field.
- Broad HR generalist knowledge.
- Current comprehensive knowledge of employment laws (state and federal).
- Understanding of human relations and behavioral processes.
- Good grasp of basic business principles.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Proficiency with online job boards and recruiting tools (LinkedIn, Indeed, etc).
- Ability to plan, organize, prioritize and execute.
- Ability to be an assertive team member.
- A fluid communicator with spoken, written and presentation strengths.
- Ability to maintain composure and focus in stressful situations.
- Problem-solving ability.
- Read, write and speak English fluently.
- Must possess an unrestricted driver's license.
- Demonstrates personal character in line with our Values and Code of Conduct.

Duties & Responsibilities:

Implement, maintain and administer employee compensation and benefits programs. Direct and plan the day-to-day operations of employee benefits (wages and compensation, group health, dental, vision, short-term and long-term disability, worker's compensation, life insurance, supplemental plans, HSAs, 401(k) plans, etc).

- Research and present fair-market-value wage and salary recommendations
- Investigate and recommend new benefits and improvements to existing benefits
- Work with insurance brokers to design, implement and manage a cost-effective benefits program that is structured to reduce costs, improve employee's well being, educate employees, mitigate risk and help us attract, retain and develop top talent
- Prepare and ensure timeliness/accuracy of government reporting for applicable benefits plans required under ERISA. Manage COBRA, HIPAA, FMLA administration. Coordinate 401(k) and Pension Plan audits, as required by law.
- Manage the open enrollment process and educate employees on benefit plan offerings giving personal assistance as needed.

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How to Apply

Send your resumé and title of position to jobs@kossindustrial.com

Koss Industrial, Inc. is an equal opportunity employer.

Koss Industrial, Inc. - Human Resources Generalist job description, continued

Assume responsibility for coordinating and carrying out talent acquisition functions:

- Hiring/terminating/lay-offs
- Place employment ads, post jobs internally and externally, utilizing the most current job boards and recruiting tools
- Utilize local media and social media outlets for advertisements and recruitment.
- Work with area schools/colleges/universities regarding curriculum development to ensure a highly-skilled future workforce, promote and coordinate school facility tours.
- Attend area job fairs and recruiting events.
- Coordinate offers of employment with hiring managers (oversee offer letters and associated agreements).

Assume responsibility for understanding and communicating with employees regarding on-boarding and company policies and procedures.

- Perform on-boarding activities including new hire paperwork and orientation activities. Coordinate orientation with appropriate representatives.
- Communicate employment policies and procedures.
- Act as resource for employee questions and concerns.

Assume responsibility for compliance with state and federal employment laws.

- Continually update personal knowledge of regulatory issues including Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family Medical Leave Act (FMLA), the Department of Labor, worker compensation, and OSHA.
- Coach leaders and supervisors around regulatory issues to minimize risk and create a climate which fosters employee retention.
- Coordinate CDL physicals as necessary.
- Handle employee grievances and disputes while maintaining minimal company exposure to lawsuits. Handle unemployment hearings.

Assist in managing employee relations and building a strong company culture.

- Provide opportunities for team building and development through communication, appropriate recognition, coaching and mentoring.
- Aid and be a resource for leaders/supervisors in the performance evaluation process, help with career planning and development, help with training when necessary.
- Conduct investigations when employee complaints or concerns are brought forth.
- Utilize internal and external resources to find resolution and successful outcomes.
- Monitor disciplinary actions and related documentation; develop and help implement performance improvement plans.
- Manage the termination process to explore alternative courses of action, and assure that risk to the company and disruption of operations is minimized.
- Conduct separation interviews and ensure resulting information is shared and utilized.
- Help coordinate gifts/acknowledgment of significant events – births, deaths, illness, injuries, anniversaries, etc.

Maintain, update and enforce employee handbook, code of conduct and other policies and procedures including: reasonable suspicion drug and alcohol policy enforcement, anti-harassment and non-discrimination policies, etc.

Other duties as assigned.