

HR Generalist

Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary

Position Summary:

Supervised by HR/Payroll Manager; The HR Generalist is responsible for completing a variety of tasks related to the daily operations of the HR department and backup payroll.

Responsibilities:

- Working on all issues related to employee relations.
 - Investigate and document all types of employee relations issues ranging from performance management to harassment, to bullying and present findings and make recommendations to managers.
 - Create and/or manage and edit specialized job evaluations tailored to each position in the company and schedule and oversee job evaluations.
 - Generate and process final/offboarding paperwork with terminating employees
- Manage all recruiting, hiring, onboarding, and termination of employees.
 - Create and update job descriptions and post to job boards
 - Review applicants from LinkedIn, Company website, Indeed and in person applications.
 - Schedule best candidates for interviews with hiring managers.

- Participate in on site interviews, give input to hiring managers.
 - Generate Offer letters, send onboarding documents, and communicate with IT to ensure that necessary equipment is ready for new hire's first day
 - Onboarding: process new hire document distribution and processing including but not limited to: I9, Notice to Employee, providing CA required notices and company handbook.
- Monitoring and updating HR policies and company guidelines, making sure its application follows government standards.
- Update the employee handbook with new policies and procedures as needed
- Generating internal documents such as offer letters and warning letters.
- Administer Family and Medical Leave Act (FMLA) requests.
- Draft, reviewing, and updating HR policies and employment contracts.
- Coordinate Benefit open enrollment, informing upper management, and employees about the process. And ongoing employees' requests related to benefit policies and procedures.
- Reply to government agencies' forms/request, such EDD, IRS, Franchise Tax Board, etc., regarding employees, including garnishment, levy, etc.
- Answer any benefit related questions that employees may have throughout the year.
- Maintaining physical and digital files for employees and their documents, benefits records.
- Track anniversaries to purchase and distribute related awards and gifts.
- In-house communications including but not limited to: Policy changes, company updates, and event announcements using Microsoft outlook and Microsoft Teams.
- Payroll (Backup as needed)
 - Process new hire paperwork
 - Process payroll checks
- Performs other duties as assigned.

- **Qualifications:**
 - Experience as HR Generalist.
 - Solid knowledge of California Labor Law and Regulations.
 - Experience in the Construction industry (desirable).
 - 3 years of experience in the Human Resource field with at least 1 year of experience at a Generalist level or higher.
 - SHRM certificate (preferred)
 - Bachelor's degree in human resource management or a related field.
 - Must thrive in a fast-paced environment and be comfortable wearing many hats and effectively manage competing priorities.
 - Proficiency in Microsoft Excel, Word, and PowerPoint

Physical Requirements:

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 10 to 20 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

Salary Range:

\$70,000 to \$90,000 Annually

- Pay may vary based upon relevant experience, skills, location, and education among other factors.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.