

JOB ORDER FORM

Please complete the following information to help Workforce Center staff fulfill your hiring needs. After completing the form, you may fax or email it to the Workforce Center listed below or use it as a guide to place your order with staff when you call.

Company: Great Bend Industries **Federal tax ID (FEIN):** 52-2362862 **State tax ID (SEIN):** 349615

Address: 8701 Sixth Street **City/State:** Great Bend, KS **Zip:** 67530

Phone: (620) 792-4368 **Ext:** 415 **Fax:** (620) 792-3935

twest@greatbendindustries

Company contact: Terry West **Title:** HR Manager **Email:** .com

Is your company a Federal Contractor? Yes No

Job Details

Job Title: HR Generalist **No. of openings:** 1

Date to start job post: 1/12/22 **Date to end job post:** 2/12/22 **Until notified by employer**

Referral Method(s): Fax/email Apply in Person Through Recruiter Phone Contact
 Workforce Center Website: www.greatbendindustries.com

Position type: Full-time Part-time **Position status:** ~~Permanent~~ ^{REGULAR} Temporary

Salary Range: \$ COMMISERATE WITH EXPERIENCE to \$ **Work days (check all that apply):** S M T W TH F S

Shift: Day Evening Night Rotating Split Multiple Shifts Available

Overtime: Yes No **Average hours per week:** 40

Benefits offered: Medical Dental Life Paid Vacation Retirement Plan Disability Incentive P
 401(K) Tuition Reimbursement Company Vehicle Child Care Other _____

Education: Some High School or less HS Diploma/GED Vocational Certificate Some College
 Associate's Deg. Bachelor's Deg. Master's Deg. PhD MD, OD or Related JD
 Other SHRM certificate

Experience: and/or 3-5 years related manuaacturing experience

Other requirements (check all that apply):

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> Own Tools | <input type="checkbox"/> Type ___ wpm | <input checked="" type="checkbox"/> MS Excel | <input type="checkbox"/> Employment Test | <input checked="" type="checkbox"/> 10-Key |
| <input checked="" type="checkbox"/> MS PowerPoint | <input checked="" type="checkbox"/> Physical Exam | <input checked="" type="checkbox"/> PC skills | <input checked="" type="checkbox"/> MS Word | <input type="checkbox"/> Bondable |
| <input checked="" type="checkbox"/> Drug Test | <input checked="" type="checkbox"/> Windows | <input type="checkbox"/> MS Access | <input type="checkbox"/> Other _____ | |

Is driving an essential function? Yes No

If Yes, what licensure is required: Regular CDL (A or B) Other _____

Is this job supporting an H-1B, H-2A, or H-2B Recruitment Activities? Yes No

Job Description

If available, please attach a current job description or provide a brief description of the job. List skills, equipment used/operated, aptitude, physical demands, working conditions and worksite if different from address above.

Dodge City	(620) 227-2149	Fax: (620) 227-9667	dodgecityjobs@ks.gov
Garden City	(620) 276-2339	Fax: (620) 276-7306	gardencityjobs@ks.gov
Great Bend	(620) 793-5445	Fax: (620) 793-3188	greatbendjobs@ks.gov
Hays	(785) 625-5654	Fax: (785) 625-0092	haysjobs@ks.gov
Hutchinson	(620) 665-3559	Fax: (620) 728-8161	hutchinsonjobs@ks.gov
Salina	(785) 827-0385	Fax: (785) 827-2307	salinajobs@ks.gov

HAMPTON HYDRAULICS LLC
GREAT BEND INDUSTRIES – PLANT 400
Great Bend, Kansas

Human Resources Generalist
Job Description

JOB TYPE: Salaried, Exempt
LOCATION: Plant 400, Great Bend, Kansas
DEPARTMENT: Human Resources
REPORTS TO: Human Resources Manager
CREATED: January 7, 2022

JOB SUMMARY:

Serves as internal business partner for designated departments to provide ongoing support in all functional areas of Human Resources in partnership and support of the Human Resources Manager.

Provides support to organization through areas of recruitment, training, employee relations, compensation, reporting and Human Resources Information Systems management. At all times, conduct GBI business in a legal and ethical manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs full cycle recruiting for designated departments including but not limited to: Title 7 compliance, job postings, job fairs, interviewing, background checks, offer letter generation, new employee orientation and other onboarding activities (which includes managing staffing agencies).
- Completes weekly administration processes.
- Processes promotions/demotions/transfers/terminations within Paycor (HRIS/Payroll).
- Processes employee census and billing for Health Care Benefits.
- Conducts ongoing employee training in a variety of topics such as stay interviews, performance management, and employee rewards/recognition.
- Administers employee compensation programs including but not limited to: hourly wage progression and bonus programs.
- Assists the Human Resources Manager with EH&S and Workers Compensation Programs.

Employee Relations

- Maintains a high level of visibility, accessibility and interaction with all employees.
- Ensures high level of integrity is maintained and that personnel matters are handled in a professional, consistent, and confidential manner.
- Conducts exit interviews and other activities to support the recruitment and retention efforts.
- Completes all department investigations.
- Manages the Progressive Discipline System for the Hourly Workforce.
- Promotes a positive work environment for all employees through multiple channels including coordination of employee activities and events.

Program Management

- Administers company leave programs such as COVID, Short-Term Disability, FMLA, Military, and Personal.

Leaves of Absence

- Ensures compliance with federal, state and local employment laws as well as consistency in the application of leave programs.
- Administers employee Return to Work programs.
- Ensures consistent application of the system, reviews and provides recommendations for terminations ensuring compliance with federal, state and/or local employment laws.
- Assists with management of worker's compensation claims.
- Submits unemployment claim information.
- Builds reports from HRIS (including Workday and Kronos).

OTHER DUTIES AND RESPONSIBILITIES:

- Provides guidance and assistance to senior management, supervisory staff, and individual employees about Human Resources issues.
- Works well with others.
- By attitude, behavior, attendance and work ethic, sets a good example for others.
- Other duties and responsibilities as assigned by the Human Resources Manager.

ORGANIZATIONAL RELATIONSHIPS:

- Coordinates with Human Resources Manager, GBI, and HH management to identify needs to be met by Human Resources.
- Collaborates with all personnel identifying and satisfying internal and external customer needs to be met within line of responsibility; responds positively to new opportunities for improvement.

POSITION SPECIFICATIONS:

To perform the duties and responsibilities of this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills/Abilities/Knowledge

Strong customer and team orientation; detail oriented. Excellent interpersonal and negotiating skills. Confidential and ethical role model. Above average ability to analyze and resolve problems. Knowledge and ability to complete accurate and timely calculations. Ability to manually record numbers and other information clearly and legibly. Ability to receive information delivered in writing and verbally by others. Ability to write in a creative, understandable manner. Ability to transfer concepts and information in a clear, concise manner, orally and in writing. Ability to follow instructions. Ability to operate personal computer and standard office equipment proficiently. Above average organizational skills. Ability to effectively manage multiple tasks and responsibilities. Ability to complete work with minimal supervision.

Thorough knowledge of human resource management. Thorough knowledge of labor and employment law. Ability to interpret and administer company policies. Excellent interpersonal, verbal and written communication skills. Solid to Advanced level computer skills including experience using Microsoft Word, Excel, Power Point and Access and HRIS programs preferably Paycor, Paycom, Paylocity Systems.

Must be skilled in training techniques targeted at effective education. Good interpersonal skills and ability to work well with peers and others is required.

Education/Experience

- Bachelor's degree in Human Resources of business-related field or equivalent combination of education and experience.
- 3-5 years as a Human Resources professional in a manufacturing environment.
- PHR or SPHR certification preferred.
- Consistent track record for executing performance objectives and delivering results with minimal supervision is essential.

Mental Effort

Work requires high degree of concentration and attention in intellectual/creative processing of information, mathematics, conceptual thinking, deductive reasoning, concentrated listening, and assimilation of complex data and electronically transmitted information. Must be able to conduct effective research, make good informed decisions, and give and follow direction.

Complexity

Work is varied, requiring mental acuity, flexibility and processing of complex information. Requires diagnostics and problem-solving. Requires ability to empathize and motivate to accomplish work through the efforts of others. Requires refined communication in various media.

Effects of Errors

Errors, inattentive, and incomplete work could result in financial losses related to: legal actions; inaccurate labor standards; employee turnover; work stoppages; inaccurate or incomplete reports resulting in flawed management decisions; increased workers compensation and risk management premiums; and other such losses.

Working Conditions

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

Work is generally performed in a well-lighted climate-controlled office environment. Some work is performed in a factory setting with wide fluctuations in temperature and humidity.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Physical Requirements

- Typical office environment requiring normal amount of walking, sitting, standing, bending, and lifting of less than 50 lbs.
- Must be willing and able to spend time with employees in the plant as necessary to fulfill the needs of the job.
- Must be willing to work hours necessary to fulfill the needs of the job. (Some evening/weekends)
- The employee frequently is required to talk and/or hear.
- Specific vision abilities required.

TRAVEL:

Out of town travel is infrequent, generally via ground transportation and occasionally via commercial airplane with automobile travel to airline connecting sites.