



The Azek Company

Senior Human Resources Generalist

Department: Human Resources

FLSA Status: Exempt

Grade/Level:

Job Type: Regular

Work Schedule:

Varies to work requirements

Job Status: Full Time

Reports To: Manager, Human Resources

Amount of Travel Required: 10%- 15%

Positions Supervised: None

POSITION SUMMARY

Develops and implements effective Human Resource policies, programs and processes in support of production operations and team members needs. Provides services in recruiting/selection, team member complaint investigation/response, Personal Performance Management, pay administration actions/transfers, job description development and career pathing. Works with operations management to develop and implement positive culture building programs, employee appreciation/recognition, member safety, workers compensation/return to work actions and proactive member communications. Provides guidance to production management on Human Resource policy, Federal, State and local laws and regulations and corrective actions. Helps to create and implement training for team leader and member development.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Provides counsel and support to managers/supervisors on issues of company/HR policy application, production operation Human Resource needs and provides HR services to team members.
- Works with operations to resolve employee relations issues. Investigates, counsels and assists in resolving disputes.
- Practices strong engagement with all team members including accepting diversity of ideas and thoughts, sharing responsibility for success, demonstrating honesty and integrity, helping employees solve problems and showing respect.
- Conduct ER investigations, analyze organizational health issues, and work in partnership with the HR Manager to develop and execute plans to address problem areas.
- Provide guidance on employment related issues (such as ADA, FMLA, FLSA, harassment, discrimination, diversity, corrective action and progressive discipline) to operations leadership.
- Prepares reports and identifies trends in employee related issues, turnover and performance trends and provides solutions to operations leadership.
- Facilitate HR processes and operations programs to ensure ethical, fair and consistent approach.
- Creates and develops model for sustaining positive employee relations and positive culture building.
- Assist with the creation and implementation of effective training and development programs to meet SOP requirements, skill proficiency and development needs.
- Supports the development and administration of programs, policies and processes to facilitate employee and organizational development.
- Provide counseling and direction to employees, facilitate communication, and help to resolve conflicts that impact employee engagement.
- Support recruiting efforts and participate in the planning and execution of activities and events to fill all open positions in the assigned area. Conduct pre-employment screenings and facilitate onboarding when needed.
- Assist with the organization's performance management process by coaching, educating, and providing feedback to managers/supervisors.
- Develops proactive communications, employee relations/recognition and appreciation programs.
- Provides HR support to operations safety programs, initiatives and processes including return to work and coordination of workers compensation programs.
- Performs other assignments as directed.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Attention to Detail - Being meticulous about detail and thorough in completing work tasks.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication - The ability to communicate effectively with others both orally and in writing.
- Confidentiality - Ability to maintain confidentiality of sensitive company information. Ability to use discretion when conversing with individuals both internally and externally in order to avoid sharing sensitive information.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Cooperation - Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Decision Making - Ability to make critical decisions while following company procedures.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Goal Oriented - Ability to establish proper goals and to meet/exceed during a specified timeline.
- Integrity - Complete transparency and openness. Trustworthy, forthright and honest.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Presentation Skills - Ability to effectively present information publicly.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Respect - Respect each other, our customers and suppliers.
- Teamwork - Communicating and working together to serve our customers.

SKILLS & ABILITIES

- Education:** Bachelors degree in Human Resources management or related field: Required (combination of relevant work experience and education considered).
- Experience:** Four to six years progressive Human Resource professional experience. HR certification preferred. Training in Federal, state laws and application of HR policy in a manufacturing environment and positive employee relations.
- Computer Skills:** Proficient in MS Office (Word, PPT, Excel) and HRIS systems. ADP, UltiPro or other related systems.
- Certifications & Licenses:** PHR/SPHR preferred. Valid drivers' license.
- Other Requirements:** Strong problem solving, relationship building and collaboration skills. Effective persuasive and presentations skills. Highly effective interpersonal skills. Highly organized. Professional and proactive in resolving issues.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
- O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry 10 lbs or less	F
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	O
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	O	Push/Pull	
Crawl	O	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	O

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Conversational hearing required.
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - eye protection, hearing protection

WORK ENVIRONMENT

Production and office work environments.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.