



Position:	Human Resources Generalist	Department:	Human Resources
Classification:	Salary/Exempt	Reports To:	Human Resources Manager
Date Created:	3/26/2015	Last Revised:	9/12/2025

Job Overview:

The Human Resources Generalist, under the direction of the Human Resources Manager, performs a multitude of human resources functions in a manner that focuses on inclusivity and fair treatment, balancing the needs of the employee and the company. This position carries out responsibilities in all human resources functional areas, including but not limited to employee relations, performance management, employment law compliance, leave of absence administration, policy development, administration and enforcement. The Human Resources Generalist also has secondary responsibility for payroll and benefits administration. Additionally, the Human Resources Generalist supports Ginsberg's Foods safety and risk programs, including Workers Compensation and automotive liability claim facilitation.

Essential Functions:

GENERAL HUMAN RESOURCES:

1. Maintains employee confidence and protects sensitive data and processes by adhering to a strict confidentiality protocol.
2. Maintains current working knowledge of federal and state laws that impact the administration of personnel programs.
3. Assists in the development and implementation of personnel policies, procedures, and the employee handbook, and serves as a content expert for all human resources policies, procedures, and rules.
4. In partnership with department leaders, hires, disciplines and terminates employees.
5. Conducts sensitive employee related investigations when necessary.
6. Develops and evaluates reports, makes decisions, and reviews results of departmental actions in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
7. Provides guidance and support to managers and supervisors concerning employee performance evaluation, employee counseling, and disciplinary interventions.
8. Maintains complete, accurate, and legally-compliant electronic and hardcopy personnel, driver qualification, medical, and confidential investigation files.

9. Ensures that job descriptions for all company positions are updated annually to reflect accurate KSA's, job content, minimum qualifications, and educational requirements.
10. Promotes the company's Core Values and an inclusive culture.

PAYROLL & BENEFITS ADMINISTRATION:

Performed when assigned by the Human Resources Manager)

1. Ensures the timely completion of the payroll process on a weekly basis.
2. Reviews all electronic time sheet submissions from department managers to ensure all work time is recorded in accordance with the Fair Labor Standards Act, other applicable labor laws, and company policy.
3. Updates payroll records by entering necessary changes, such as changes in exemptions, insurance coverage, and pay rates.
4. Ensures the accuracy of payroll by conducting in-process audits.
5. Enters court-mandated levies, garnishments and child support payments and ensures proper processing.
6. Facilitates the GL process for Finance Dept. and payroll invoicing for the AP Dept.
7. Manages the 401k process, including enrolling new employees, providing transactional paperwork, acting on web-based employee requests and maintaining the appropriate files.
8. Coordinates a variety of activities concerning employee benefits, including health, dental, vision, and prescription insurance, life insurance, flexible spending, health savings accounts, the employee assistance program, and various voluntary insurance offerings.
9. Facilitates the annual open enrollment process for employee changes in health insurance benefits.

SAFETY & RISK:

1. Maintains liaison with the company's insurance captive to ensure Workers Compensation and automotive liability claims are managed appropriately.
2. Participates with the investigation and analysis of employee on-the-job injuries and automotive insurance claim issues; Prepares necessary forms and reports to process claims in a timely manner.
3. Researches injury, accident, and claim trends for the purpose of implementing remedial programs and recommends alternative courses of action to reduce incidents of accidents and claims.
4. Interacts directly, timely, and in a courteous manner with parties who levy claims of property damage as the result of a Ginsberg's Foods action.

LEAVE ADMINISTRATION

1. Reviews all requests for leave due to work-related and non-work-related injuries and illnesses.
2. Determines leave eligibility, mindful of the interplay among various federal and state leave programs.
3. Monitors approved leave requests and ensures employee compliance with the leave terms.
4. Maintains liaison between our third party leave administrators, the employee and the employee's manager throughout the duration of the leave.
5. Evaluates an employee's eligibility for Transitional Work and approves as necessary.
6. Reviews and approves as necessary employees' requests for reasonable accommodations.

Additional Responsibilities:

1. Immediately corrects unsafe behaviors of others when observed and reports the incident to the employee's manager.
2. Assists with the planning and delivery of various training events and represents Human Resources at Sales and other meetings when necessary.
3. Participates in the development of Human Resources Department goals, objectives, systems, and processes.
4. Attends various seminars to stay current on Federal ,New York State and other state regulations concerning personnel management.
5. In support of the Talent Acquisition Specialist, attends regional job fairs as necessary to promote job opportunities with Ginsberg's Foods.
6. Supports the Talent Acquisition Specialist with the recruitment and onboarding processes in any manner necessary, including but not limited to developing recruiting strategies, screening applicants, conducting phone screens and in-person interviews, and submitting pre-employment background check and drug screens.
7. Conducts exit interviews with employees leaving service with the company.
8. As necessary, supports any and all other functions of the Human Resources Department, including but not limited to; processing bills for payment and receiving and distributing department mail.

Knowledge, Skills, and Abilities:

1. Strong knowledge of federal and state labor laws and regulations, including but not limited to the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPAA), the Affordable Care Act, Workers Compensation Law and Unemployment Insurance Law.
2. Strong knowledge of various state leave laws, including but not limited to New York State Disability (NYSDBL), New York State Paid Family Leave (NYPFL) and New York State Paid Sick Leave (NYPSL), and comparable laws in all other states where employees of the company reside.
3. Working knowledge of insurance regulations and terminology, especially in the areas of Workers Compensation and automotive liability claims management.
4. Strong knowledge of payroll processing requirements, including federal and state income tax requirements, social security requirements, and the employer's obligation concerning social security, unemployment, and workers compensation payments.
5. Working knowledge of the principles and practices of personnel administration.
6. Ability to maintain highly sensitive information in the strictest of confidence.
7. Excellent organizational and time management skills.
8. Ability to prioritize workload and realign priorities quickly when dealing with unanticipated events.
9. Ability to communicate in a highly-effective manner, both orally and in writing, with a particular ability to communicate in a way to facilitate learning in others.
10. Ability to read and interpret legal documents, medical certifications, procedure manuals, and other technical data.
11. Ability to successfully use Microsoft Office products (Word, Excel, PowerPoint) and Human Resource Information Systems.
12. Ability to develop and maintain highly effective and courteous business relationships.

13. Ability to demonstrate active listening techniques and respond appropriately to employee and/or business partner needs.
14. Ability to solve a variety of problems through analytical and reasonable thinking when there is no “template” to solve such problem or when the situation is emotional.
15. Ability to offer corrective action in a manner that is professional and protects the company from liability.
16. Ability to perform mathematical calculations in order to process payroll and insurance information accurately.
17. Strong initiative. Dependable. Professionalism and tact.

Education/Experience (Preferred Minimum Qualifications):

1. Possession of an Associate’s Degree from an accredited college or university in the field of Human Resources, Business Administration, or related field *AND* at least five (5) years of progressively responsible experience in a human resources role, including processing payroll, managing benefits programs, conducting investigations, and developing and enforcing policy.

OR

2. Possession of a Bachelor’s Degree from an accredited college or university in the field of Human Resources, Business Administration, or related field *AND* at least three (3) years of progressively responsible experience in a human resources role, including processing payroll, managing benefits programs, conducting investigations, and developing and enforcing policy.

Licenses/Certifications/Special Requirements:

1. Must possess a valid driver license at the time of appointment and maintain a valid license while in this position.
2. Must take and pass a pre-employment drug test.
3. Subject to random and reasonable suspicion drug testing.
4. Must be willing to report to work early (approx. 5 am) or stay late (approx. 9 pm) when scheduled or otherwise required.
5. Occasional regional travel is required with no overnights (excluding travel to business conferences).

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Repeatedly</i>
Stand:	<i>Occasionally</i>
Walk:	<i>Occasionally</i>
<i>Intermittent Activity</i>	
Bend:	<i>Limited</i>
Kneel/Squat:	<i>Limited</i>
Climb Stairs:	<i>Limited</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Limited</i>
Typing/Keyboard	<i>Repeatedly</i>
Vehicle Operation:	<i>Limited</i>
PPE/Special Clothing:	<i>Limited</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Frequently</i>
Push/Pull:	<i>Limited</i>
Fine Manipulation:	<i>Limited</i>
<i>Material Handling</i>	
	<i>lbs.</i>
Lift:	<i>0 - 80 lbs. Limited</i>
Carry:	<i>0 – 80 lbs. Limited</i>
Push:	<i>0 – 80 lbs. Limited</i>
Pull:	<i>0 – 80 lbs. Limited</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Limited</i>
Exposure to Packaged Chemicals:	<i>Limited</i>
Exposure to Temperature Contrasts:	<i>Limited</i>