

<b>JOB TITLE:</b> Human Resource Specialist Midshift 9:45am – 6:30pm	<b>TOYOTETSU TEXAS, INC.</b> <b>JOB DESCRIPTION</b>
<b>DEPARTMENT:</b> Human Resources	<b>JOB CODE:</b> Salary Non-Exempt
<b>REPORTS TO:</b> Human Resources Manager	

**JOB SUMMARY:**

Provide generalist support in all areas of human resources to achieve plant goals and promote a positive work environment.

**EMPLOYEE RELATIONS ESSENTIAL FUNCTIONS:**

**Primary duties and responsibilities include but are not limited to the following:**

**Team Member Relations:** Assist team members with solving work-related problems, benefits questions, interpretation of policies and company Handbook, bereavement, jury duty, military leave, uniform orders, attendance concerns, performance concerns, corrective action disputes, discounts/promotions, tuition reimbursement or other team member concerns; Process unemployment claims; Act as the company representative at unemployment hearings.

**Benefits:** Assist with annual Open Enrollment; Support team members with daily benefits issues; Manage administrative functions in benefits system; Assist with quarterly 401k Open Enrollment and hardship withdrawal requests.

**Communication:** Facilitate communications with department management and team members; Develop HR communications for posting on bulletin boards, internal electronic communications, and social media.

**Company Policy:** Ensure policies, procedures are in compliance; Assist team members with questions and concerns regarding company policy; Maintain knowledge of legal requirements and government reporting regulations affecting HR functions.

**Leave Administration:** Support team members with leave or accommodation request options; Track approved leaves in conjunction with corporate office.

**Investigations:** Gather data about complaints or alleged policy violations; Investigate; Interview witnesses and thoroughly document; Provide investigation summary to management with recommendation.

**Office of the Attorney General:** Process employer response to National Support Medical Notices; Input new hire and termination information to online portal.

**Surveys:** Assist with wage and benefit surveys, Team Member Opinion Surveys, new hire surveys; Analyze data and chart trends.

**Team Member Recognition:** Participate in recognition activities that focus on employee engagement (i.e. picnics, luncheons, family events, etc.); Implement morale improvement projects as assigned based on analyses, such as Perfect Attendance Awards, Anniversary Awards, etc.

**Reporting:** Complete daily, weekly, monthly, and annual reports; Use graphs/charts to display trends; Complete KPIs in accordance with set department and company targets.

**Recordkeeping:** Maintain necessary records in hard copy and electronically according to company standards and retention schedule.

**HRIS:** Use ADP to input and update position changes; Maintain internal tracking spreadsheets.

**Safety:** Support other roles such as Environmental, Health, Safety, and Security.

**New Hire Orientation:** Assist with conversion process for variable workforce; Conduct orientation and manage onboarding process; New Hire documents, benefits, policy training; Performance evaluations; Wage increases.

**Terminations:** Assist with corrective action implementation, suspensions, terminations, exit interviews, return of company property.

**Training:** Provide training for team members, team leaders, group leaders, and management as needed; Assist with tracking.

**Philosophy:** Promote an attitude and philosophy consistent with the company's standards.

**Other:** Participate in activities of the department as assigned.

### **JOB QUALIFICATIONS:**

#### 1) Education

Bachelor's degree in a related field, or four (4) years related experience, or an equivalent combination of education and experience.

#### 2) Technical Competencies

a) Thorough knowledge of company policies and procedures.

b) Proficient computer and system software skills (PC, Outlook, Excel, Powerpoint, Word)

#### 3) Non-Technical Aptitude

a) Leadership (team development, ability to influence, organizational awareness).

b) Interpersonal skills (relationship building, teamwork, conflict resolution, customer orientation).

c) Communication (verbal communication, listening, written communication).

d) Judgment and thinking (strategic thinking, original thinking, judgment and decision making, problem solving, awareness).

e) Performance skills (accuracy with detail, planning and organizing, efficiency).

f) Personal characteristics (motivation/commitment, flexibility, assertiveness).

#### 4) Environment

a) Shared office environment

b) Moderate noise level

c) Required to wear necessary PPE

#### 5) Hours

a) Mon-Fri 9:45am – 6:30pm

b) May include occasional Saturday shift; Position is overtime eligible (paid at 1.5x hourly rate)