



**Human Resources Generalist  
JOB DESCRIPTION**

<b>Position Title: Human Resources Generalist</b>	<b>Date: February 2, 2024</b>
<b>FLSA Status: Exempt</b>	<b>Reports To: CFO</b>
<b>Pay Range: \$66,100 Per Year to \$83,000 Per Year</b>	

**JOB SUMMARY:**

PSA Network located in Westminster, Colorado, is the world's largest systems integrator consortium. We are currently seeking a Human Resources Generalist, a newly created position, to oversee all aspects of human resources. This position will be based in Westminster, Colorado and will support the 50+ employees working locally and remotely. This position is perfect for someone who wants to develop this critical role by taking ownership, guiding, and managing the overall provision of Human Resource services, driving partnerships, and rolling up their sleeves on a day-to-day basis. This position currently has no direct reports but will grow as the company grows. This person reports to the CFO.

We offer a competitive salary and comprehensive compensation package which includes medical, dental, vision, life insurance, 401K, flex spending and PTO to qualifying employees. For those working out of our corporate headquarters, we have a casual working environment.

**ESSENTIAL FUNCTIONS:**

- Development of the Human Resources department based on current and future needs.
- Administers benefits programs including medical, dental, vision, life, and Company's 401k plan; manages relationships with outside brokers and annual open enrollment.
- Manages annual reviews and compensation adjustments.
- Works with CFO and Executive Team to develop, and implement personnel policies & procedures; and employee handbook. Ensures all policies & procedures are up to date and compliant.
- Establishes clear, effective lines of communication throughout the organization to keep all employees well informed regarding human resources matters and policy changes.
- Creates, manages, audits and updates employee files and records.
- Compile & process bi-weekly payroll utilizing Paylocity payroll software.
- Ensures compliance with state and federal labor and employment related laws and postings.
- Ensures compliance with all applicable laws, rules, and regulations in areas where PSA has employees, contractors, or temporary workers.
- Works with PSA managers to create, review, revise, and implements new and/or existing job descriptions.
- Develops and leads a safety committee and enforces safety policies and procedures.
- Manages workers' compensation claim reporting and claim prevention.

- Responds to employee questions regarding HR policies, procedures, and programs.
- Manages the recruiting process by posting job openings, reviewing applicants, interviewing candidates, and participating in the selection process with management.
- On-boarding of new employees and conducts employee orientation.
- Provides accurate reporting on a weekly / monthly basis for management.
- Manages employee relations by addressing concerns, grievances, or other issues.
- Assists CFO as Administrator of PSA's 401k plan.
- Performs other related duties as required and assigned.

**Travel:**

May occasionally be required for specific company events as well as continuing educational needs.

**Minimum Qualifications:**

- Bachelor's degree in Human Resources or related field.
- SHRM / PHR / SPHR designation a plus.
- Strong knowledge of local, state and federal employment laws and regulations.
- Five or more years' experience in a HR Generalist role
- Proficient in MS Office (Word, Excel, PowerPoint)

**Characteristics:**

- Ability to communicate in a professional manner with team members at all levels of the organization.
- Ability to prioritize, organize and plan your workload effectively.
- Competence to build and effectively manage interpersonal relationships at all levels of the company.
- A positive attitude when working with others.
- Strong attention to detail.

**Physical Requirements:**

The physical demands for this role 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.

**Additional Information:**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.