



Position Description

Position Title: Human Resources Generalist

Position/FLSA Status: Full-time/Non-Exempt
Department: Accounting
Reports to: Human Resources Manager
Location: 17330 State Highway 371 Brainerd MN 56401
Date Issued: January 2025
Date Revised: July 2025

Position Purpose

The Human Resources Generalist will work closely with the Human Resources Manager and Finance department. This position's responsibilities include benefit administration, employee relations, compliance, recruitment, on-boarding, and all payroll related tasks.

Responsibilities

Human Resources

- Provides expertise and assistance in the management of the workforce in the areas of recruiting and hiring, on-boarding and orientation, policy setting, staffing needs, training, recognition, coaching, and separation.
- Assists with administration of Crow Wing Power's benefit plans and programs, including health, dental, life, disability, and 401(k) retirement benefits. Supports personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and tracking of employee statistics.
- Maintains and updates Employee Handbook as needed.
- Maintain job descriptions to ensure they are up to date and work with leaders to develop job descriptions for new positions.
- Identify staffing needs through workforce planning and management projections. Recruits, evaluates, interviews, and actively participate in hiring decisions.
- Process and administer leave of absence requests and disability paperwork: medical, personal, disability, workers comp, and FMLA and ADA according to law regulations and Crow Wing Power's policies.
- Prepares employee separation notices and related documentation, and conducts exit interviews.
- Assists with the Cooperative's performance review program to ensure effectiveness, compliance, and equity within the organization.
- Develops, recommends, implements, updates, and administers employment policies, procedures, and guidelines in accordance with governmental laws and regulations and Crow Wing Power's policies and strategies.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.
- Advises management in appropriate resolution of employee relations issues.

- Keep abreast of current law, regulations, and industry best practices.
- Occasionally assist with backing up the receptionist.
- Assists HR Manager with any HR related projects or issues.

Payroll

- Prepare and process semi-monthly payroll, including verifying employee timecards and calculating hours worked.
- Manage payroll deductions, taxes, and benefits with accuracy and compliance.
- Respond to employee inquiries regarding payroll, direct deposits, tax forms, and wage verifications.
- Maintain accurate payroll records, including vacation, sick leave, and non-productive time.
- Ensure compliance with labor laws, tax regulations, company policies, and union contracts.
- Work closely with the Human Resources Department to enhance operational efficiency and ensure smooth integration of payroll and HR processes.
- Generate reports, process quarterly and annual tax filings, and prepare year-end W-2 and ACA forms.
- Assist auditors by preparing payroll documents and reports.
- Contribute to budgeting, workers' compensation reporting, and salary analysis.
- Manage all payroll-related information with the utmost confidentiality and professionalism.
- All other duties as assigned.

Knowledge, Skills, and Abilities

- Exceptional attention to detail.
- Maintain extreme confidentiality.
- Excellent verbal and written communication.
- Possess strategic thinking, good judgment, problem-solving capabilities.
- Strong organizational and time management skills with proven track record of meeting deadlines and managing commitment to requests and tasks; strong ability to prioritize.
- Strong computer proficiency in Microsoft Office Suite, especially Excel.
- Ability to work independently and collaboratively in a team environment.

Education/Experience Requirements

- Bachelor's degree in human resources or related field
- SHRM or PHR certification preferred.

Basic Requirements

- Valid Minnesota driver's license.
- Take initiative of projects and hold oneself accountable for workload with minimal supervision.
- Deal with stress related to work events.

Physical Requirements

- Withstand sitting for extended periods of time while looking at a computer screen.
- Occasional bending, reaching, and light lifting.