



## Job Description

<b>Job Title:</b>	Human Resources Generalist - TX
<b>Department:</b>	Corporate
<b>Company:</b>	Texas Frac
<b>Reports To:</b>	Director of Human Resources
<b>Status:</b>	Full-Time, Exempt
<b># Direct Reports:</b>	N/A

### POSITION OVERVIEW

The Human Resources Generalist acts as a business partner with the local management team at Texas Frac to effectively coordinate the human resources function for Texas Frac and the FLASH Family of Companies. In addition to administering staffing, training, employee relations, compliance, benefits, and compensation programs at the local level, this role is actively engaged with the implementation of strategic Human Resources initiatives, with direction from the corporate HR Team. This position reports to the corporate Director of Human Resources in Wisconsin, with an indirect reporting relationship to the Texas Frac Plant Manager. This position may require travel within the state of Texas and to the corporate office in Wisconsin.

### ROLES AND RESPONSIBILITIES:

- Provides human resources advice and consultation to employees and management, to include coaching and counseling on performance management issues, conflict management, interpretation of employment policies and resolution.
- Responsible for employee recruiting, selection, background checks, reference checks, pre-employment screening, drug screenings and security pre-assessment for incoming new employees.
- Implements, disseminates, and monitors company policies, programs, and procedures in the areas of training, compensation, compliance, and benefits to attract, retain, and motivate employees.
- Oversees recording and maintenance of employee information, such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, disciplinary actions, and terminations/separations of employment.
- Perform worker's comp intake processing, support applicable employee leave of absence or return to work administration at facility level.
- Provides observations related to departmental issues to help develop appropriate mitigation initiatives.
- Monitors division compliance with federal, state, and local laws and regulations relating to equal employment opportunity, affirmative action, unemployment compensation and any other employment-related requirements.
- Coordinates with division operations and corporate/area Human Resources staff regarding all employment activity (i.e., hiring, employee relations, compliance, terminations, etc.) within the division.
- Assists in conducting and resolving investigations regarding employee complaints and concerns, employee injuries, and other employment related incidents.
- Participates in local management staff meetings and assists with and influences personnel related decisions.
- Involved with coaching and counseling managers as it relates to performance management.



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- Identifies training needs and/or gaps and develops training programs as appropriate. Also conducts training sessions, including but not limited to, new hire orientation, safety training, policy/procedure training, and supervisor training.
- Performs or assists with audits for specific locations.
- This position requires travel by air, car and/or other modes of transportation up to 10% of the time.
- Assist Safety Department by maintaining records, scheduling/facilitating trainings, and assisting in audits for federal governing agencies including but not limited to FMCSA, DOT, OSHA, & MSHA.
- Provide administrative support to other areas within the organization as needed.
- Performs other job-related duties as assigned or apparent.

## MINIMUM QUALIFICATIONS

- Prior experience of 2-4 years in Human Resources Generalist or Human Resources Business Partner, Associates Degree minimum preferred
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, SharePoint, Teams, and Excel
- Must possess knowledge of the following federal/state regulatory bodies and/or regulations: DOL, IRS, ERISA, NLRB, FLSA, PPACA, FMLA, ADA, HIPPA, EEOC, FMCSA, DOT, MSHA, OSHA
- Highly independent and takes initiative to solve worksite issues with little direction
- Superior organization skills and dedication to completing projects in a timely manner
- Excellent time management skills and ability to multi-task and prioritize work
- Comfortable working in a fast-paced office environment
- Attention to detail and problem-solving skills
- Ability to improve processes for department efficiency
- Exceptional communication skills, fluency in Spanish highly desired
- Knowledge of office management systems and procedures
- Team-oriented, effective communicator (verbal and written)
- Have the ability and willingness to build rapport with team members and external agencies.
- Willingness to further training or education, if requested.

## PHYSICAL REQUIREMENTS

- Lift up to 25 pounds
- Work effectively in an office environment
- Sit for long periods of time
- Repetitive movements, repetitive use of computer/office equipment

## EEO STATEMENT

FLASH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand my roles and responsibilities. I can perform the duties and functions required as stated above.

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Employee Name – please print

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Employee Signature

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Date