



Chroma Technology Corp
An Employee Owned Company
10 Imtec Lane,
Bellows Falls, Vermont 05101

Job Description

Job Title: Human Resources Generalist
Department: Human Resources
Reports To: Vice President, Head of People & Culture
FLSA: Exempt
Range: 1
Date: March 2021

Job Summary:

Under the direction of the Vice President, Head of People & Culture, the *Human Resources Generalist* is primarily responsible for three functional disciplines of human resources; talent acquisition, employee relations, and training and development for all areas of the company and its subsidiaries. In partnership with the Head of People & Culture, the HRG will act as an employee champion and change agent, working to maintain a positive, empowering, and high performing culture.

Responsibilities:

TALENT ACQUISITION

- Coordinating the full cycle of the recruitment process including:
 - Proactive planning, job requisition process, edit and develop position descriptions and job postings, advertising, talent sourcing and develop talent pipeline, partner with headhunters or employment agencies, and manage the ADP Applicant Tracking System
 - Create hiring teams, identify interview competencies and questions based on behavioral interview approach, attend job fairs, track, screen, and communicate with applicants, coordinate talent and physical assessments, coordinate interview schedules and travel, and relocation assistance
 - Assist Head of People & Culture with exempt-level recruiting and annual recruiting strategy and talent inventory

EMPLOYEE RELATIONS

- Work closely with management and employees to improve work relationships, build morale, and increase productivity
- Help employees and people managers to settle work-related conflicts through coaching, advice and recommendations by utilizing performance improvement plans and other tools
- Provide advice and counsel to people managers regarding policies, practices, and employment law
- Support company-wide annual performance review process
- Conduct exit interviews
- Maintain and coordinate employee recognition programs

- Regularly communicate to employee-owners regarding HR and company initiatives via email, intranet, and electronic bulletin boards
- Partner with Marketing on social media campaigns focused on employer brand
- Assists Head of People & Culture with special projects as necessary

TRAINING & DEVELOPMENT

- Partner with Head of People & Culture to develop and coordinate internal workshops to support the culture of continuous learning and development
- Coordinates training schedule and delivery
- Continuously assesses workforce training and learning needs and partners with Head of People & Culture on strategic planning

Secondary Responsibilities:

- Provide support and act as back-up to Total Rewards Manager
- Partner with Events Committee on employee events (summer outings, holiday parties, etc.)
- Maintain and update HR metrics and analytics reports, organizational charts, HRMS system, employee files and records
- Updates job knowledge and stays abreast of best practices, including employment law, by participating in educational opportunities, reading professional publications, maintaining professional networks, and/or participating in professional organizations
- Performs other work-related duties as assigned

Additional Job Responsibilities for All Employees/Owners:

- Learn and keep yourself informed by asking questions and attending Company meetings, Board meetings, reading corporate emails and communication
- Be an active participant; identify improvements; invest time and energy in problem solving and collaboration within and across workgroups
- Adopt an entrepreneurial attitude to help ensure the Company's success; including innovation, customer focus, problem solving, cost containment and commitment to quality
- Hold yourself and others to a high level of performance expectations
- Accept and provide feedback and mentoring with the goal to strengthen the Chroma team
- Utilize a disciplined and systematic approach to problem solving
- Be diligent in your work; understand that during work hours your highest priority is to focus on and commit to the success of the Company
- Show concern for the company's overall health

Required Qualifications:

- Bachelor's degree in human resources, business, organizational development, psychology, or related area; or equivalent in years of experience
- PHR certification or SHRM-CP preferred
- Minimum of 3 years of experience in an HR Generalist role
- Experience in a manufacturing environment and employee-owned company preferred
- Strong working knowledge of current state and federal employment laws
- Excellent computer skills in Microsoft Office (Outlook, excel, word, powerpoint, etc.) and Google Suite

- Demonstrated skills in database management and record keeping, including HRMS; ADP Workforce Now knowledge and experience highly desired
- Strong conflict management skills; ability to objectively coach employees and management through complex, difficult, and emotional work-related issues
- Evidence of the practice of high level of confidentiality
- Exceptional interpersonal and communication skills
- Demonstrated ability to make decisions and recommendations with sound judgment that is consistent with Chroma's standards, policies, procedures, and state/federal law
- Be flexible and available to interact with employees at all levels
- Be self directed and motivated
- Strong passion and genuine commitment to people, progressive policies, and maintaining a best workplace culture

Physical Requirements:

- Enter data into computer systems and/or produce documents, typically utilizing a computer keyboard
- Close vision for computer work
- Communicate regularly utilizing phone
- Ability to sit and/or stand at work station for extended periods of time

ACKNOWLEDGEMENT OF JOB DESCRIPTION

I understand the above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. I am aware that job duties are subject to change, as the organization deems necessary. I understand and accept that these are the responsibilities and requirements of the position and confirm my acceptance and receipt of this Job Description.

Employee's Name (Please Print):

Employee's Signature:

Date:

We are an equal opportunity/affirmative action employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.