



Accuride Corporation **Position Description**

Title: HR Generalist

Grade: 11/12

Incumbent:

Overtime Status: Exempt Eligible

Reports to: HR Manager

Company: Gunitite Corporation

Location: Rockford, Illinois

Reviewed by: Corporate HR

Date: March 2022

Basic Purpose

This position provides the following HR Generalist support: (1) Coordinate and manage the recruitment process for hourly and salaried employees; (2) Provide guidance to plant leadership to address and resolve employee issues; (3) Coordinate, track and monitor training and development for Gunitite employees; (4) Provide support and back-up for the implementation and on-going maintenance of various Workday HR/benefits/payroll modules; (5) Ensure compliance with HR work processes, policies and procedures; (6) Provide support and serve as backup to the HR Manager.

Dimensions (Complete, if applicable)

Facility Employment: Salaried Full-time: 45
 Salaried Part-time: 1
 Hourly: 311
 Hourly Contract: 5
 Total Employment: 362 (as of February 28, 2022)

Principal Accountabilities

1. Recruit and select high caliber talent (hourly and salaried) that will build the Plant's bench for present and future staffing needs.
2. Implement and administer HR work processes, policies and procedures as defined to ensure compliance with Accuride Corporate expectations and requirements.
3. Provide support to HR Manager and plant leadership to address and resolve employee issues.
4. Respond to grievances as defined by Agreement and attend meetings with Union Committee to review resolutions.
5. Manage the hourly attendance policy and ensure compliance with disciplinary action.
6. Manage the leave of absence process for hourly employees to ensure compliance with Agreement provisions related to leave requests, approval of leaves, continuation of benefits provisions and compliance with state and federal laws and regulations.
7. Administer benefit programs for Gunitite salaried and hourly employees in accordance with provisions of benefit plans, hourly Agreement and HR work processes.
8. Manage the annual benefits open enrollment for hourly employees as defined by Accuride Corporate HR and monitor and track completion of required documentation and confirmation of benefit elections.
9. Serve as employee liaison with vendors in resolving matters that employees have not been successful in resolving on their own.



10. Provides support for the implementation and on-going maintenance of various Workday HR/benefits/payroll modules to optimize utilization of Workday functionality and HR initiatives.
11. Compile information for various reports including monthly HR reports,
12. Coordinate, track and maintain training and development for hourly and salary employees.
13. Resolve routine problems and responds to questions from employees, government agencies, and others regarding human resources issues.
14. Serves as backup to the HR Manager.
15. Participate in miscellaneous projects/meetings and serve on teams as required.

Key Business Skills and On-The-Job Behaviors

- **Being Innovative & Adaptive** – Challenges the status quo and generates creative solutions to work situations. Open to new ideas and responds quickly to opportunities when they arise. Interacts effectively with people from diverse backgrounds, overcomes barriers, and shows resilience in the face of adversity and failure.
- **Driving for Results** – Sets standards of excellence and continuously strives for measurable improvement. Holds him/herself and others accountable for achieving goals and creating a culture where appropriate risk taking is encouraged and supported.
- **Focusing on the Customer** – Forms active working relationships with internal and external customers by anticipating, analyzing, and responding quickly to opportunities, needs, and problems. Understands the importance of satisfying customer requirements.
- **Fostering Open Communication & Teamwork** – Listens well and encourages the open expression of ideas. Recognizes and accepts diverse opinions. Works with others both as a leader and as a team member towards shared goals related to business objectives. Provides resources to the team, does what is promised, shares information with team, supports team decisions, and recognizes team contributions.
- **Quality and Continual Improvement** – Is aware of and understands Accuride's Quality Policy and Quality Objectives and how they affect his/her job. Contributes substantially to Accuride's CI initiatives related to revenue enhancement, cost reduction, process improvement, waste elimination, and more. Serves on and/or leads CI teams that accomplish target results. Pursues CI initiatives related to one's own job and function.
- **Using Sound Judgment and Decision Making** – Makes effective decisions based on logical assumptions and adequate information. Effective decisions take into consideration resources, constraints, and organizational values.

Required Skills, Education, and Experience

- BS degree, preferably in Business Administration or Human Resources Management
- A minimum of three to five years' experience as a HR Generalist with progressive experience in the HR Generalist field
- Applied HR experience and demonstrated results specifically in recruitment and selection, employee and labor relations, benefits, payroll, training and development, disciplinary action
- In depth knowledge of applicable employment laws and regulations
- Customer service orientation; good interpersonal skills
- Proven proficiency with HR systems (preferably Workday) and Microsoft products
- Quick learner, willing and able to competently assume higher level accountabilities
- Self-starter; high degree of initiative and completion of position responsibilities