

The Ontario International Airport Authority (OIAA) would like to announce a job vacancy for a **HR Generalist** position.

The human resource generalist is responsible for performing HR-related duties on a professional level and reports to the HR Director. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, employment law compliance and HCM.

Listed below are the core competencies and requirements for this position but is not limited to the responsibilities listed below.

### **Core Responsibilities:**

In this start-up phase, the selected qualified applicant will be working with the HR Director in creating training manual, recruitment and onboarding process, will be heavily involved in the implementation of OIAA's new HCM system through Workday and assist with employee engagement. Other duties and responsibilities:

- Administers various human resource plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Participates in developing department goals, objectives and systems.
- Administers the compensation program; monitors the performance evaluation program and revises as necessary.
- Performs benefits administration, including claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees.
- Develops and maintains EEO-1 report annually; and maintains other records, reports and logs to conform to EEO regulations.
- Conducts recruitment effort for all exempt and nonexempt personnel, internships and temporary employees; conducts new-employee orientations; monitors career-pathing program; and writes and places advertisements.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Participates in administrative staff meetings and attends other meetings and seminars.

- Maintains company organization charts and the employee directory.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal, state and local employment and benefits laws and regulations
- Perform reasonable duties as assigned.

**Required Qualifications:**

- A bachelor's degree and three to five years of HR experience, or seven years of experience in the HR field, or any similar combination of education and experience.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Work experience, seniority, and performance will all be determining factors. The Human Resources department will be screening candidates in coordination with management. OIAA will start the recruitment process until the positions are filled.

Qualified interested applicants should send their resumes to [jobs@flyontario.com](mailto:jobs@flyontario.com)

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