

CC Communications Position Description

Job Title: Human Resources Generalist

Department: Human Resources

Reports To: CFO

FLSA Status: Exempt

Date Prepared: August 1, 2025

Approved By: M. K. H.

Date Approved 8/1/25

Wage Schedule: Salaried Exempt- M52

POSITION OVERVIEW:

The HR Generalist is responsible for managing core human resources functions with a focus on compliance, employee relations, safety program engagement, and HR policy and process documentation. This role plays a key part in supporting a positive workplace culture and ensuring organizational alignment with HR policies, regulatory standards, and best practices.

The HR Generalist shall be responsible for adhering to the following core values:

- Communicate, actively share knowledge and information
- Accountable, take ownership and responsibility for making, keeping and answering for all commitments to each other and our customers
- Respect, show respect for all
- Cooperate, work as a unified team
- Passionate, passionate about providing employees and customers innovative technology solutions through continual personal and professional growth

EXAMPLES of ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties listed are examples of the type of work typically performed by an incumbent of this position. An employee may not be assigned all duties and may be assigned duties which are not listed herein. Marginal duties (shown in italics) are duties which may need to be performed but which are **not** essential duties of the position.

Human Resources:

- Oversee employee onboarding, benefits administration, and payroll change processing.
- Ensure compliance with employment laws, internal policies, and regulatory requirements.
- Support employee relations efforts, including conflict resolution and performance improvement processes.
- Assist in recruitment, job postings, and coordination of interviews.
- Maintain HR records, personnel files, and ensure HRIS data accuracy.

- Draft, update, and maintain HR-related policies, procedures, and process documentation.

Safety Engagement:

- Monitor and track workplace incidents, maintain documentation, and coordinate reporting requirements.
- Participate in safety committee efforts and assist in driving safety culture initiatives.
- Ensure employees complete required safety training and certifications.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Human Resources, Business Administration, or a related field (higher education is a plus).
- 3+ years of HR experience, with a strong understanding of HR policies and best practices.
- Familiarity with safety compliance, training, and documentation preferred.
- Strong organizational and multitasking skills.
- Proficiency in HRIS, payroll systems, and Microsoft Office Suite.
- Excellent communication and problem-solving abilities.
- Ability to handle confidential information with discretion.

Preferred Qualifications:

- Experience in the telecom industry or a similar field.
- Knowledge of OSHA regulations and workplace safety programs.
- HR certification (e.g., SHRM-CP, PHR) is a plus.

PHYSICAL REQUIREMENTS: the physical requirements described are meant to be representative of those that must be met by an employee in order to successfully carry out the essential functions of the position.

Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods of time. Strength and stamina to bend, stoop, sit and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting and stooping to access files and records is required. Sufficient manual dexterity and cognitive ability to operate a personal computer using word processing, spreadsheets and databases. The ability to communicate face to face and via telephone. The ability to move or lift at least 25 pounds on a recurring basis. Specific vision abilities required include close, distance, depth perception and the ability to adjust focus.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such reasonable accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING ENVIRONMENT: Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise or odors. Frequent interruptions to planned work activities occur.

Employee Signature

Date

Manager's signature

Date