



**Job Title:** Human Resources Generalist  
**Department:** Human Resources  
**Reports To:** HR Manager  
**Supervises:** None  
**Job Group:** Professionals  
**Exempt or Non-Exempt:** Exempt

**Job Description:**

The Human Resources (HR) Generalist will be a partner and advisor to field leaders, working to grow and build strong teams dedicated to serving RDO customers in industries such as agriculture, irrigation, landscaping, tree care and more. The HR Generalist will work with the regional HR Manager on a range of activities primarily focused on employment problem and dispute resolution and the separation process, in addition to recruiting, screening and hiring, and performance management. He/she will also be assigned project ownership on a range of company initiatives.

**Specific Duties Include:**

- Develop relationships with field leaders and promote Human Resources services as a resource to managers and team members.
- Shape the direction of teams, in partnership with management, via career development and succession planning.
- Advise field leaders on issues related to employee life cycle.
- Support management with recruiting and hiring needs such as pre-screening, interviews, assessments, ad placement, and more.
- Identify areas of opportunity and improvement through exit interviews and tracking and reporting on turnover, attrition and other trends.
- Guide and educate management on the hiring process, interviewing skills, process changes, and compliance requirements.
- Partner with the Recruiting Program Managers to develop and maintain professional relationships with college and university programs and placement offices to generate qualified applicants.
- Partner with HR Manager and management on special projects related to a wide variety of HR initiatives.
- Assist in the management and administration of the Family Medical Leave Act (FMLA) process.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.

- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

**Job Requirements:**

- 2+ years of HR experience
- Bachelor's degree in Human Resources, Business, Communications or related field preferred
- Demonstrated experience with employee performance management
- Demonstrated experience with employment conflict resolution, including separation processes
- Excellent verbal and written communication skills
- Excellent organizational skills
- 10 – 15% travel required
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

EOE/M/F/Disabled/Veteran

**Essential Job Functions:**

<b>Activity</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right ___ Left ___				
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		

Reaching (below shoulder level)		X		
<b>Lifting:</b>				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
<b>Carrying:</b>				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			