**Human Resources Generalist/Leave Specialist**

**Company Summary**

The TriCal Group is a privately held family of companies based in the United States, with worldwide affiliates in areas including Canada, Europe, Latin America, Australia, South Africa, and Asia. The TriCal Group exists to promote the most beneficial soil environment for growers to produce healthy, bountiful crops that feed the world. We accomplish this by supplying pre-plant soil fumigation material and application, crop health and nutrition analysis, post-harvest fumigation, irrigation, fertigation, and agricultural equipment to growers in over 30 countries

**Job Summary**

The HR Generalist/Leave Specialist will combine the broad scope of an HR Generalist with a specialized focus on interpreting and administering leave programs and policies in accordance with federal and state laws, ensuring to FMLA, CFRA, PDL, ADA, and other relevant regulations across multiple states, especially for California. This role will be managing the interactive process for employees on modified duty. Some occasional travel required.

**Primary Duties and Responsibilities**

**Leave of Absence Administration:**

* Oversees and administers various leaves of absence, including Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), other state-specific leave programs, and company leave programs, as well as workers' compensation, and short-term/long-term disability.
* Serves as the subject matter expert on leave management, providing guidance and information to employees, managers, and HR staff.
* Manages the leave process from initial request through return to work, including gathering documentation, determining eligibility, and coordinating communication between employees and their supervisors.
* Communicates with employees regarding their needs for leave and/or modified work schedules. Ensures that employees are aware of their rights and responsibilities, and of any documentation or notice required to qualify for and to take leave.
* Develops rules, guidelines, reports, and procedures designed to ensure timely handling, tracking, and record maintenance of all intermittent and consecutive leave.
* Writes and/or updates related leave letters, policies, and practices as necessary.
* Maintains all work status doctor’s notes and follows up as certifications expire.
* Manages timelines and communicates to employees any important information regarding continued eligibility for benefits and/or when coverage ends. Works in coordination with other departments.
* Collaborates with carrier, payroll, and benefits teams for accurate processing of leave requests and benefits continuation.
* Coordinates all aspects of the return-to-work process for employees on leave, including the investigation and documentation of the interactive process between the employee and employer to determine if reasonable accommodations can be made that meet the employee’s restrictions and job skills.
* Ensures compliance with all federal, state, and local laws and regulations related to leaves of absence.
* Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices.
* Tracks and documents leave process from beginning to end.

**Accommodation Management:**

* Leads the interactive process for employees requesting accommodations under the Americans with Disabilities Act (ADA).
* Works with employees, medical professionals, and managers to identify, implement, and properly document reasonable accommodations that enable individuals with disabilities to perform essential job functions.
* Maintains accurate and confidential records of accommodation requests and outcomes.
* Demonstrates compassion and discretion while working with sensitive employee disability issues.
* Provides training and education to managers and employees on ADA compliance and the accommodation process.

**Combined Leave and Accommodation Duties**

* Maintains knowledge of all applicable leave and accommodation laws including, but not limited to, FMLA, ADA, and state and local laws.
* Escalates complex issues to management and works with legal counsel to determine methods for resolving.

**HR Generalist Functions:**

* + Assists in the development and implementation of HR policies and procedures, ensuring compliance with relevant regulations.
	+ Provides support to employees on various HR-related topics, including benefits, compensation, employee relations, and performance management.
	+ Provides support to management on employee relations and other various HR-related projects as they arise.
	+ Collaborates with the HR team on talent acquisition and recruitment processes, including job posting, resume screening, and interviewing.
	+ Supports onboarding and off-boarding processes for new hires and exiting employees.
	+ Manages and maintains accurate employee records and HRIS data; Demonstrates an advanced level of skill using Human Resources Information Systems (HRIS), Payroll systems, or similar applications.
	+ Assists with translations for the Human Resources Dept. both orally and in writing.
	+ Some occasional travel required to other company facilities.
	+ Adheres to company policies and values.
	+ Performs other related duties as assigned

**Requirements**

* 2-year college degree and 5+ years of Human Resources Generalist experience with leave experience.
* Must be bilingual in English/Spanish.
* Ability to work independently and apply initiative to improve operations performance; must protect the confidentiality of information as required by law and company policy
* Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully and make decisions after considering different options in regards to general business operations
* Ability to maintain confidentiality while remaining open to others’ ideas. Must exhibit a willingness to try new things; able to work well with others; must possess customer service skills;
* Ability to demonstrate accuracy and thoroughness; monitors own work to ensure quality; detail-oriented with the ability to prioritize and plan work activities; Must respond to requests/communications in a timely manner.

**Preferred but not required**

* Bachelor’s Degree in Human Resources; Working knowledge of HRIS systems; experience with Paycom and ADP; Class C license and a clean driving record.

**Job Type:**

* Full-time

**Benefits:**

* 401(k)
* 401(k) matching
* Dental insurance
* Employee assistance program
* Flexible spending account
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

**Schedule:**

* 8-hour shift
* Monday to Friday

**Ability to commute/relocate:**

* Gilroy, CA: Reliably commute