



ANCHORAGE SAND and GRAVEL CO., INC.

1040 O'Malley Road • Anchorage, AK 99515 • Toll-free: (888) 349-3133 • Phone: (907) 349-3333
 Fax: (907) 344-2844 • www.anchsand.com

JOB DESCRIPTION			
JOB TITLE:	HR Generalist	SUPERVISORY STATUS:	Non-Supervisor
DEPARTMENT:	Accounting	FLSA STATUS:	Non-Exempt
REPORTS TO:	Controller	JOB TYPE CODE:	800840
DATE:	August 14, 2018	CLASSIFICATION:	Full Time

GENERAL SUMMARY

This position is responsible for compiling payroll data, entering data and reconciling errors to maintain payroll records. Position coordinates payroll functions with operations, various payroll centers and payroll shared services. This position is also responsible for leading or assisting a wide variety of HR activities such as: benefits, employee relations, policies, and affirmative action. Responsible for maintaining confidential and sensitive information and working directly with employees on a daily basis.

MINIMUM REQUIREMENTS (minimum educational, experience, or other relevant job requirements)

- Must have a 2-year degree or the equivalent coursework in a related specialized field with work 2 years experience in the HR field.
- Proficient computer and math skills.
- Two years of experience in HR related field.
- Ability to maintain strict confidentiality.
- High degree of accuracy and attention to detail.

PREFERRED REQUIREMENTS (preferred requirements i.e. certifications, software use, etc.)

- Bachelor degree in HR Management or related field.
- Three to five years experience in HR with HR accreditation such as PHR or SPHR preferred.
- Excellent communication skills.
- Experience working in a construction related industry

DUTIES AND/OR RESPONSIBILITIES (An individual in this position may be called upon to do any or all of the following essential functions. These examples DO NOT include all of the tasks, which the individual may be expected to perform.)

- Prepare job analysis and job descriptions and assist with job evaluations and salary administration.
- Complete weekly payroll processing steps in a timely, efficient and accurate manner and work with supervision on discrepancies in data.
- Review, reconcile and check accuracy of time cards Input data from time sheets, production records, or individual time cards to computerized payroll system. Reconcile time cards to active employees.
- Pre-audit data and verify authenticity of output in daily payroll and file maintenance.
- Responsible for accurate distribution of all manual payroll checks.
- Responsible for working with PSS to assure accurate information/data in the payroll module.
- Responsible for balancing payroll runs
- Responsible for pre-employments screenings and new employee orientation.



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- Responsible for the administrative functions of benefit programs for active employees and retirees if applicable.
- Compile, coordinate and submit employee and benefit data as required.
- Maintain employee files and benefit records for active employees.
- Provide assistance to employees and supervisors on a variety of basic policy and benefit questions.
- Coordinate the updating and distribution of materials in regard to benefits, summary plan descriptions, open enrollment and general communications.
- Assist with the acquisition process by the integration of HR data into current system.
- Assist in the preparing and presenting of benefit changes, updates and training to employees.
- Coordinate, research, analyze and report on various benefit and wage requests.
- Track on a continuous basis data for workforce analysis, application logs, VETS 100, EEO-1, & AAP.
- Maintain compliance with federal and state regulations concerning employment laws.
- Complete requests for employment verification, withholding orders, unemployment claims, etc.
- Assist in training initiatives, workers comp claims, and investigative research as needed.
- Coordinate random drug and DMV screenings to ensure compliance.
- Interact with other departments (safety, environmental, equipment, etc.) and managers/supervisors to establish and attain goals.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal and written communication skills.
- Strong organizational skills.
- Knowledge of MS Office (Word, Excel, Outlook).
- Strong data entry skills and attention to detail.
- Able to work independently and under time constraints.
- Ability to identify employee/customer needs and to effectively and tactfully respond.
- Strong problem solving and troubleshooting skills
- Must maintain confidentiality.

PHYSICAL DEMANDS (The following chart indicates the type, amount and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and the following identifies the normal amount of time performing the task.)

Frequency Options:

O = Occasionally 1%-33% **F** = Frequently 34%-66% **C** = Continuously 67%-100% **N/A**=Not Applicable

LIFTING Raising an object from one level to another					CARRYING Transporting an object, usually holding in hands, arms or on the shoulder				
<1 lb	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs	<1 lbs	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs
		O					O		



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STRENGTH REQUIREMENTS – MAXIMUM SAFE LEVEL OF PERFORMANCE	Very Heavy >100 lbs	Heavy 100-51 lbs	Medium 50-21 lbs	Light 20-11 lbs	Sedentary 10-0 lbs
FLOOR TO WAIST —raising an object from floor to waist height (include upward pulling)			O		
WAIST TO EYE LEVEL —raising an object from waist to eye level height (include upward pulling)			O		
BILATERAL CARRYING —transporting an object, usually holding in hands or arms in front of body			O		
UNILATERAL CARRYING —transporting an object, usually holding in hands or arms on side of body			O		
PUSHING —exerting force upon an object so that the object moves away from the force			O		
PULLING —exerting force upon an object so that object moves toward the force (include jerking)			O		

Frequency (O, F, C, N/A)	PHYSICAL & ENVIRONMENTAL REQUIREMENTS	ADDITIONAL DETAILS
O	ARMS OVER HEAD – raising arms above head to lift or reach objects	
F	SITTING – remaining in a seated position	
N/A	ATMOSPHERIC CONDITIONS – exposure to such conditions as fumes, noxious odors, dusts, mists, gases and poor ventilation that may otherwise affect the eyes, skin or respiratory	
C	BALANCING – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
C	BENT WRISTS – bending wrists in any direction to perform tasks	
O	CLIMBING – ascending or descending ladders, stairs, ramps, scaffolding, poles and the like, using feet & legs and/or hands and arms. Bodily agility is emphasized.	
N/A	CRAWLING – moving about on hands and knees or hands and feet	
O	CROUCHING: bending the body downward and forward by bending leg and spine	
N/A	EXTREME TEMPERATURES – exposure to cold or hot temperatures	
O	FEELING – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	
C	FINGERING – picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling	Continuous data entry
C	HANDLING – seizing, holding, grasping, turning or otherwise working with hand(s). Fingers involved only to extent that they are an extension of the hand	
C	HEAD MOVEMENT/ROTATION – moving head in any direction (up, down, side to side), requiring full use of neck and upper back muscles	
C	HEARING: Perceiving the nature of sounds with no less than a 40 db loss @ 500 Hz, 1,000 H and 2,000 HZ with or without correction. Ability to receive detailed info through oral communication and detect small differences in sounds, such as when making fine adjustments to machined parts	
N/A	HIGH, EXPOSED PLACES – exposure to falling	
O	KNEELING – bending legs at knees to come to rest on knee or knees	
Moderate	NOISE LEVEL INTENSITY –Very Quiet (isolation booth), Quiet (library, private office), Moderate (business office), Loud (heavy equip operation), Very Loud (jack hammer operation)	Varies based on setting
N/A	PROXIMITY TO MOVING PARTS — exposure to moving parts of equipment, tools or machinery.	



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O	REACHING – ARM/ELBOW MOVEMENTS – extending hand(s) and arm(s) in any direction including bending at the elbow	
O	SQUATTING – bending legs at knees to come to rest thighs on calves	
O	STANDING – remaining on feet in an upright position without moving about	
O	STOOPING – Bending body downward and forward by bending spine at the waist. Important if occurs to a considerable degree and requires full use of lower extremities and back muscles.	
N/A	TOXIC, CAUSTIC CHEMICAL – exposure to toxic or caustic chemicals	
F	TRUNK ROTATION – STANDING OR SITTING – rotating torso	
O	WALKING - UNEVEN – moving body on foot on uneven surface (ground)	
O	WEATHER CONDITIONS – exposure to outside atmospheric conditions	
N/A	WET/HUMID – contact with water or other liquids or exposure to humid conditions	
N/A	VIBRATION – exposure to shaking object or surface	
C	VISION – Visual acuity, color vision, depth perception visual perception of detail at distances close to the eyes; data and figures, computer terminal; visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm's reach (mechanics, machine operations); Visual perception involving extended distances (such as required by equipment operators)	

MENTAL DEMANDS

The following charts indicate the type of mental demands typically required to perform the essential functions of the job.)

APPLICABLE	MENTAL REQUIREMENT	ADDITIONAL DETAILS
X	Communication Skills: Written and Verbal	
X	Handling Conflict	
X	Handling Multiple Priorities	
X	Make non-routine or unexpected judgments	
X	Math Skills: Basic or advanced	Advanced
X	Operate in absence of clear expectations or procedures	
X	Operate under short time frames/deadlines	Weekly substantial deadlines
X	Public Contact	
X	Reading Skills: Basic or technical	Technical
X	Reasoning: Applying or developing procedure	
X	Other	Dealing with confidential information

NOTICE: Because of the nature of work at Anchorage Sand & Gravel, the person in this position may be expected to work any shift and at various locations based on company needs and the duties of the position may change at any time and may not be identified in this job description. The content of the job description is intended to describe the general nature and level of work being performed by employees assigned to this classification. It is not intended to be construed as a contract or an all-inclusive list of all responsibilities, duties, and/or skills and abilities required of all personnel so classified. Critical features of this job are described above, but they are subject to change due to reasonable accommodation or other reasons.



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BENEFITS

- Paid vacation time and sick leave.
- Paid holidays and overtime.
- Medical/ Dental/ Vision insurance.
- Disability and Life insurance.
- 401(k) Plan.
- Bonus Plan & Profit Sharing Plan (dependent on hours worked).
- Health Savings Account (HSA).

AS&G is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.

*AS&G is a drug free work place; passing a drug and alcohol test will be required prior to employment.
Random drug testing during employment.*

Please send cover letter and resume to:

Anchorage Sand & Gravel Co., Inc.

Attn. Coaly Huckins, Controller
1040 O'Malley Road
Anchorage, AK 99515

Fax: (907) 344-2844
Email : Coaly.Huckins@anchsand.com
Online: www.anchsand.com



Job Description Acknowledgement – HR Generalist

I have reviewed the job description and I understand all my job duties and responsibilities. I am able to perform the essential functions that include physical & environmental requirements as outlined in the above job description. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description, that I am asked to perform, I should discuss them with my immediate supervisor or the Human Resource Manager.

Employee's Signature

Date

Employee's Name (please print)

Human Resource/ Manager

Date