



JOB DESCRIPTION

Job Title: HR Generalist
Job Classification: Salaried FLSA Status: Exempt
Department: Finance Reports To: CFO
Work Location: Vista, CA

FLUX POWER, INC.

Flux Power develops advanced lithium-ion batteries for industrial uses. Flux solutions utilize its proprietary battery management system (BMS) and in-house engineering and product design. Flux batteries deliver improved performance, extended cycle life and lower total cost of ownership than legacy lead-acid solutions. Flux sells primarily to lift equipment OEM's, their dealers and battery distributors. Current products include advanced battery packs for motive power in the lift equipment and airport ground support markets.

Job Summary:

We have a terrific opportunity for an experienced business HR Generalist. The HR generalist performs human resources-related duties at the professional level and may carry out responsibilities in some or all of the following functional areas: employee relations, training, recruitment and selection, and compensation programs. Reporting to the CFO, the candidate will be responsible for partnering with management and developing and communicating policies, procedures, recruitment and training and development for the organization.

Position Responsibilities:

1. Partners with employees and management to develop and communicate various human resource policies, procedures, laws, standards and other government regulations.
2. Manage the relationship with our current PEO including reducing the role of the PEO.
3. Handles employee relations counseling, counseling and documentation.
4. Conducts exit interviews, analyzes data and makes recommendations to the management team for corrective action and continuous improvement.
5. Represents the company for any unemployment claims.
6. Facilitates or provides training (including orientation) to the workforce.
7. Administers the compensation program; monitors the performance evaluation program and revises as necessary.
8. Maintains and coordinates employee recognition programs.
9. Reviews applications and interviews applicants to match experience with specific job-related requirements.
10. Interviews, screens and recruits job applicants to fill entry-level, professional and technical job openings.
11. Conducts new-hire orientation.
12. Represents management in investigating, answering and settling employee issues and complaints.
13. Participates in administrative staff meetings and attends other meetings and seminars.
14. Maintains human resource information system records and compiles reports from the database.
15. Maintains compliance with federal, state and local employment and benefits laws and regulations.
16. Other duties as assigned.

Educations/Requirements

A bachelor's degree and four plus years of HR experience or six plus years of experience in the HR field, or any similar combination of education and experience.

Preferred Education and Experience

SHRM-CP or SHRM-SCP certification or ability to obtain certification within 12 months.

Benefits

- Medical, dental and vision insurance options
- Cell phone reimbursement
- 401K Plan
- Life Insurance
- Paid Time Off
- Holidays