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## HUMAN RESOURCES GENERALIST

Nasland Engineering is seeking a Human Resources Generalist to handle multiple functions within our organization. Our ideal candidate has excellent interpersonal, communication, and organizational skills, and demonstrates the integrity and confidentiality needed to handle sensitive employee information.

### Roles and Responsibilities:

- Process a Semi-Monthly payroll and weekly Prevailing wage payroll.
- Prevailing wage reporting and compliance.
- Safety Manager for office and field.
- All HR functions, including but not limited to managing the recruitment/on boarding process, maintaining employees' personnel records, overseeing benefits programs (health insurance/401K, vacation/sick leave, etc.), addressing employee concerns, disputes, and complaints, review new and updated legislation on state and federal labor laws and update personnel policies as needed. Post required federal and state postings annually or when changes in laws/regulations occur, participate in webinars/seminars to maintain knowledge of HR/Payroll/Prevailing wage practices, coordinate and attend job fairs.
- Perform other duties as assigned.

### Knowledge, Skills and Abilities:

- A minimum of three years' experience in Human Resources
- Possesses comprehensive knowledge of both Federal and State labor laws and practices
- Prevailing wage knowledge a must
- Experience with Coastal Payroll and/or ADP
- Experience with Ajera (Deltek Cloud) software
- Strong skills in Microsoft (Excel, Outlook, Word, etc.)
- Strong written and verbal communications skills

Our benefit package includes paid vacation and holidays, paid sick leave, a 401K plan, medical & dental insurance, a pleasant work environment and an opportunity for continuing professional development.

We maintain a drug-free workplace and perform pre-employment drug testing.

Nasland Engineering is an Equal Opportunity Employer.

For consideration send resume to: Nasland Engineering, 4740 Ruffner St., San Diego, CA 92111, attention Carol or email [carolg@nasland.com](mailto:carolg@nasland.com).