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Northern Water, 220 Water Ave.
Berthoud, CO 80513
Email Preferred: careers@northernwater.org

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Associate Human Resources Generalist

Division/Department: Management/Human Resources
Reports to: Human Resources Department Manager
Location: Berthoud, CO
Type of Position: Full-time
Status: Non-exempt
Salary Range: \$31.00 to \$34.12 hour

GENERAL STATEMENT

The Associate Human Resources Generalist supports the daily operations of the HR department by maintaining accurate records, administering benefits, assisting with recruitment, and ensuring compliance with policies and regulations. This role requires strong organizational skills, attention to detail, and the ability to handle sensitive information with confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports recruitment efforts by advertising available positions, posting job openings, conducting background checks, scheduling screenings, assisting with new hire orientations and HRIS setup, and crafting and reviewing job descriptions for accuracy, format, and compliance with organizational standards. Ensures job postings are strategically placed to attract qualified candidates, comply with legal requirements for displaying in specific locations, and maintain a consistent Northern Water brand across all platforms.
- Assists with the administration of medical, dental, vision, life, disability insurance, and retirement plans, including employee enrollment and billing reconciliation.
- Assists with payroll processing, resolves employee queries, and refers taxation issues to the payroll administrator in the Finance and Accounting Department.
- Addresses frequently asked questions from applicants and employees regarding policies and hiring processes, referring complex inquiries to senior HR staff.
- Maintains and audits HR files and documentation, ensuring integrity, confidentiality, and compliance with retention schedules.
- Helps plan and execute HR events such as open enrollment and benefits fairs.
- Assists in the creation and delivery of HR training programs.
- Participates in benefit and salary surveys, produces draft results for review by senior HR staff.

- Reports new hires to federal and state websites and ensures adherence to employment laws and regulations.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Associate's or bachelor's degree with emphasis in Human Resources or related field, preferred.

Experience

- One year experience in HR and benefits administration; or equivalent combination of education and experience.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- Must have or acquire a Human Resources certification within two years of hire.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Demonstrated ability to use Excel for data analysis, reporting, and maintaining HR records. Skills in creating spreadsheets and using formulas.
- Basic knowledge of federal and state labor laws, including regulations related to employment, benefits, and data protection. Understanding of compliance requirements and the ability to apply them in HR practices.
- Basic knowledge of HRIS and the ability to navigate and utilize the HRIS for managing employee information and benefits.
- Comprehensive understanding of HR principles, including recruitment, employee relations, and benefits administration.
- Knowledge of data management and record-keeping principles, including maintaining accurate and confidential employee records.

Skills

- Excellent verbal and written communications skills, with the ability to effectively interact and engage with employees at all levels of the organization. Proficiency in correct business English, including spelling, grammar, and punctuation.
- Strong interpersonal skills to build and maintain positive relationships with employees, management, and external partners.
- Exceptional organizational skills with the ability to manage multiple tasks and priorities efficiently.
- Demonstrated ability to identify issues, analyze problems, and develop effective solutions.
- High level of accuracy and attention to detail in maintaining records and administering benefits.
- Proficiency in HRIS and office software, including Microsoft 365 (Excel, Word, PowerPoint, and Teams).
- Ability to handle data input, auditing, and reporting, ensuring accuracy and confidentiality.
- Knowledge of federal and state employment laws and regulations, with the ability to ensure compliance in HR practices.
- Ability to assist in the creation and delivery of HR training programs.

- Strong customer service skills to address employee inquiries and provide support.

Abilities

- Quickly learn and apply Human Resources management best practices and adapt to changing HR policies and procedures.
- Accurate data entry and analysis skills to maintain and audit HR records and documentation.
- Handle sensitive and confidential information with tact, professionalism, and diplomacy.
- Analyze situations, recommend solutions, and communicate effectively.
- Build and maintain positive relationships with employees, management, and external partners.
- Manage multiple tasks and priorities efficiently.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, and walk for extended periods during the performance of daily duties.
- Ability to lift and carry paper, documents, and other materials weighing up to 25 pounds.
- Grasping, repetitive hand movements, and fine coordination using a computer keyboard and mouse.
- Occasional physical activity, including walking, bending, stooping, or climbing stairs.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.