

Perform Air International Inc.
Section VI – Attachments
Att.62.09 – Job Description

Revision	Revision Date	Revision Change
N/I	04/30/2021	Initial Release
1	09/26/2024	Revision to Qualifications
2	12/01/2024	Revision to Grade Level

Position Title: Human Resource Generalist

Grade Level: 43-1011-12

Exemption Status: Exempt

Department: Human Resources

Division Manager: Director of Human Resources

Department Manager: Human Resource Manager

Immediate Supervisor: Human Resource Manager

Duties, Responsibilities and Authority:

This position has the authority and responsibility to carry out policies relating to all phases of Human Resources activities for the organization. The position is involved in recruitment, and Interviewing. The Human Resources Generalist is responsible for conducting wage survey's preparing reports and recommendations to improve organization performance.

This position is responsible for contact with outside agencies or sources of employee services and health and welfare plans.

The position is responsible for the development and direction of company sponsored functions designed to promote employee morale.

This position is responsible for the Affirmative Action and EEOC programs and to ensure compliance to all policies as implemented by Executive Management.

The Human Resources Manager may assign additional responsibilities of this position at any time.

Qualifications:

Education: BS, BA, Degree or High School completion plus the following experience.

Experience: Two years' leadership experience in a Human Resources position.

Training: Documented training records of at least 100 hours.