

Senior HR Generalist

Long Beach, CA – Onsite

Sierra Pacific Engineering and Products (SPEP) designs, manufactures, and proudly distributes high quality, cost-effective industrial hardware components B2B. Our vision is to bring growth and stability to our customers through sustainable methods of engineering, service, and value.

Employee-Powered, Employee-Owned - Our employees are what make SPEP all that it is. This belief is reinforced with the Employee Stock Ownership Plan (ESOP), providing employees with 100% ownership in the business and the opportunity to benefit from the company's success.

Position Summary

SPEP's Senior HR Generalist will play a pivotal role in managing and executing a wide range of human resources functions to support company goals and ensure compliance with labor laws and company policies. Responsible for handling the day-to-day operations of the department, this role ensures smooth and efficient support across the business. Key duties include managing employee relations issues, processing payroll and benefits, assisting with recruitment and onboarding, maintaining employee records, coordinating training sessions, processing workers' compensation requests, and ensuring compliance with company policies and employment laws. This role is a primary point of contact for employee questions and concerns, supporting staff and supervisors with routine HR matters and maintaining a positive workplace environment.

Here is what you'll do:

- Foster a positive work environment and culture by acting as first point-of-contact for all HR inquiries, with an employee-centric mindset to create a positive, memorable experience for every employee owner.
- Ensure timely and effective resolutions regarding benefits, payroll, system access, workers' compensation, leaves of absence and policy interpretations.
- Ensure compliance with federal, state, and local employment laws and company policies and procedures. File appropriate compliance reports with regulatory agencies.
- Stay abreast of legal updates and implement necessary changes in HR practices and policies.
- Maintain accurate HR records, ensuring compliance with laws and regulations, and lead and/or participate in audits of HR processes and data.
- Process payroll for both exempt and non-exempt employees on a biweekly basis to ensure all changes are captured and processed accurately.
- Provide onboarding and offboarding activities.
- Support and participate in various HR projects such as HRIS implementation, policy revision/updates, and HR communications.
- Lead and/or participate in employee engagement initiatives and/or subcommittees for wellness, safety, and company events.
- Generate reports, monitor HR metrics, and complete analysis as required.
- Provide advice to managers and supervisors regarding employee relations and performance issues. Ensure that corrective coaching and counseling is handled in a fair and consistent manner by leaders.
- Enhance internal processes to improve the employees' experience.

Here's what you will bring to the table:

- Bachelor's degree in human resources, business administration, or related field. Master's degree is a plus.
- Minimum of 7-10 years of experience in human resources.
- Excellent interpersonal and communication skills with the ability to interact effectively with employees at all levels of the organization.
- Ability to manage multiple tasks efficiently while maintaining accuracy under pressure.
- Strong knowledge of HR best practices, employment laws, and compliance requirements.
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel).
- Exceptional interpersonal and problem-solving skills.
- Deep understanding of HR principles and employment regulations.
- Strong analytical, problem-solving, and critical thinking abilities.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, and/or training preferred.
- SHRM-CP or SHRM-SCP certification is a plus.

Here's what's in it for you:

- Competitive rate (\$75K - \$85K based on experience).
- Medical Benefits
 - Subsidized health care premiums (medical, dental, vision)
 - Basic Life and AD&D Insurance
 - Wellness Program
 - FSAs for Medical and/or Dependent Care
 - Supplemental Aflac Insurance
- Time Off
 - PTO to include 11 days accrued in year one (with an escalation schedule)
 - Eight paid holidays
 - Voting and Bereavement leave
 - Volunteer/Service Time
- Beyond the Paycheck
 - Employee Stock Ownership Program (We are 100% Employee Owned!)
 - 401K match of 4% if you defer 5%, no vesting required.
 - Profit sharing based on company performance targets and eligibility.
 - Supportive team environment.
 - Training and resources to help you succeed and excel.

Equal Employment Opportunity (EEO) Statement

In accordance with state and federal laws, SPEP prohibits unlawful discrimination, harassment, intimidation, or coercion in employment, based on: age, ancestry, color, religious creed, disability, marital status, medical condition, genetic information, military and veteran status, national origin, race, sex, gender including gender identity, and gender expression, and sexual orientation and all other classes protected by Federal, State or City.

What We Believe

We are committed to the pursuit of quality and excellence on all fronts, bringing our customers' vision to life with unrivaled quality, from concept to delivery. Steeped in the company's core values, SPEP employees strive to...

Be Optimistic

Everything we do begins with attitude, and at SPEP we choose a positive outlook. Optimism is what allows us to persist, be resilient, and inspire those around us.

Show That You Care

Little things can make a big difference. A little help. A little encouragement. A little extra effort. Because we genuinely care about our colleagues and about those we serve, we show it—in everything we do.

Build Relationships That Last

We are a 100% Employee-Owned Company, a place where people can build a career. We play well with others. We value people and cultivate lasting relationships with employees, vendors, suppliers, customers, and our community.

Challenge Yourself to Grow & Learn

We believe in continual improvement - personal and professional—and we're secure enough to acknowledge that there's always room for it. We seek out knowledge and have a thirst to learn more.

Strive For Balance

We enjoy the satisfaction of working hard and the pleasure of relaxation. As a family company, we understand the importance of spending time with loved ones and the happiness we derive from that. It is happiness that propels our passion, our enthusiasm, and our hard work.

Be Resourceful & Take Initiative

We pursue ideas with vigor and take personal ownership for solving problems. It's our responsibility to create our place on the team and to make contributions that count.

Collaborate Openly & Honestly

No individual has all the answers. We solve problems by communicating with each other and working together. We listen, we ask questions, and we approach our collaborations with compassion, empathy, and trust.