SHIPPY'S Rolling Plains INC. CONSTRUCTION

Employee Experience Generalist

Location: Apache Junction, AZ or Henderson, CO | Travel: 0–10% | Hybrid

Employment Type: Full-time | Schedule: Monday–Friday

About the Role

The Employee Experience Generalist supports the full employee journey at Rolling Plains Construction, combining the core responsibilities of a Human Resources Generalist with a people-first approach to recruiting, onboarding, employee support, and engagement. This role helps employees and leaders navigate HR processes with consistency, care, and confidence across our office, shop, and field teams.

You will serve as an approachable and trusted resource, coordinate day-to-day HR operations in a fast-paced environment, maintain accurate employee records in UKG Ready, support compliance, and help strengthen the programs and practices that make Rolling Plains a great place to work. The ideal candidate is organized, discreet, adaptable, and comfortable balancing employee needs with sound policies and business priorities.

Primary Responsibilities-Ownership

Direct ownership of the following HR tasks

- FMLA/LOA leave management
- Labor law posting compliance
- Colorado state new hire reporting
- EEOC reporting
- ADA responsibilities

Primary Responsibilities-Team

HR Operations, Systems & Compliance

- Maintain accurate and confidential employee records, personnel changes, and HRIS data, including UKG workflows.
- Support employment documentation, policy acknowledgments, required notices, and recordkeeping in accordance with applicable requirements.
- Assist with HR reporting, audits, process documentation, and consistent application of company policies; flag potential compliance concerns.

Benefits, Payroll & Leave Coordination

- Help employees navigate benefits enrollment, eligibility questions, and changes; coordinate with benefits and payroll contacts.
- Support employee status changes, timekeeping or payroll-related inquiries, and leave administration by routing issues and tracking follow-up.
- Maintain confidentiality and ensure accurate, timely handoffs between employees, supervisors, and administrative teams.

Secondary Responsibilities-Team

Recruiting, Hiring & Onboarding

- Write, post, and maintain job openings; source and screen candidates and support hiring managers.
- Coordinate candidate communication, interviews, offers, pre-employment steps, and hiring events.
- Manage preboarding, orientation, first-day readiness, onboarding checklists, and 30/60/90-day follow-ups.

Employee Relations & Experience

- Serve as a point of contact for employee questions about policies, procedures, and HR programs; escalate sensitive or complex matters appropriately.
- Support employee relations concerns through timely documentation, consistent follow-through, and partnership with HR leadership.
- Coordinate employee communications, engagement, recognition, and retention initiatives across office, shop, and field teams.

Future Responsibilities-Team

Training, Development & Continuous Improvement

- Coordinate training schedules, required learning, and completion records; support leadership and employee development initiatives.
- Identify process gaps and recommend improvements that make employee experiences more efficient and consistent.
- Track recruiting, onboarding, and employee experience measures and share useful trends with leadership.

Qualifications

- Bachelor's degree in Human Resources or a related field preferred; or at least 2 years of relevant HR generalist, HR operations, talent operations, or employee experience.
- Working knowledge of core HR practices, confidentiality, employee relations, and employment compliance; ability to recognize when to seek guidance.
- Strong written and verbal communication skills and a service-oriented approach with employees and leaders at all levels.
- Excellent organization, attention to detail, sound judgment, and ability to manage competing priorities.
- Thrives in a collaborative team setting.
- Comfort with HR information systems, Microsoft Office, reporting, and accurate documentation; UKG Ready experience is a plus.
- Ability to build productive relationships with office, shop, and field employees; construction industry experience and Spanish language skills are pluses.

How to Apply

Interested candidates should submit an online application at talent.rollingplains.com and send a resume to hiring@rollingplains.com.

Equal Opportunity Statement

Rolling Plains Construction is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, disability, veteran status, or any other protected status in accordance with applicable laws.