

**Who We Are:**

AM Pierce & Associates is a woman-owned small business providing Engineering & Research, Cyber, C5ISR, Program & Acquisition Management services and solutions to a diverse government and industry client base. We are a stable and growing company who offers our employees a rich benefits package, supportive and flexible work environment and the opportunity to work with experts in their field.

**The Position:** We are looking for a candidate who will be providing human resources support at our corporate office in California, MD. The HR Generalist will report to the CFO. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding & terminations, policy implementation, recruitment, employment law compliance and affirmative action (when the threshold is met).

**The Location:** California, Maryland: [Best Places for Tech Jobs](#) (#4)

**The Description:**

The candidate will be responsible for the daily administration of the human resources department on a professional level working closely with the President and program managers. Tasking may include (but not a comprehensive list):

- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; maps to internal labor categories and compensation structure; and writes and places advertisements.
- Administers various human resource plans and procedures for all personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Participates in developing department goals, objectives and systems.
- Administers the compensation program; monitors the performance evaluation program and revises as necessary.
- Performs benefits administration, including meeting with broker annually to make open enrollment decisions, change reporting, approving invoices for payment and communicating benefits information to employees.
- Partners with Finance Director in payroll processing (reviews prior to processing), benefits payments (reviews HSA company and employee contributions & is main POC with HSA carrier, BB&T).
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Maintains company organization charts and the employee directory.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.
- Maintains human resource records.



- Maintains compliance with federal, state and local employment and benefits laws and regulations.

We are quickly reaching the 50-employee threshold; therefore, the candidate will be responsible for implementing an Affirmative Action Plan, submit EEO reports and put into effect Family Medical Leave Act (FMLA). The candidate may assist with security-related items as needed.

**The successful candidate will have the education, experience and skills below:**

- The candidate will have a bachelor's degree and 3-5 years' experience in a generalist capacity (to include recruiting)
- Experience working for a DoD contractor with 50+ employees
- This position requires exemplary communication skills, ethical mindset, cultural awareness, HR expertise and relationship management ability.
- Applicants selected may be subject to a government security investigation and must meet eligibility requirements, including US Citizenship, for access to classified information.

Preferred qualifications:

- DoD Secret clearance; eligible for TS

**The Working Environment:** The physical environment requires the employee to work on-site at the government program office, sitting in a cubicle or at a desk, looking at a computer for most of the workday. The employee may be required to walk short distances to offices/conference rooms and buildings on site. In some occasions, the employee may be required to drive to offices or buildings near the work site. In rare occasions, travel may be required.

AM Pierce & Associates offers a comprehensive benefits plan that includes:

- Medical, Dental and Vision Insurance
- Life and Accidental Death & Disability Coverage
- 401(k) Retirement Plan, Safe Harbor Plan with Immediate Vesting
- Discretionary Profit Sharing Program
- Paid Time Off and Holidays
- Professional development opportunities
- Incentive Programs
- Awards and Recognition
- Employee Assistance Program
- Will Preparation, Identity Theft Protection & Legal Support
- Travel Assistance
- Financial Foundations Program
- Verizon Wireless Discount



- Local Gym Discounts

AM Pierce & Associates complies with all Federal and State laws and regulations concerning Affirmative action and workplace equal opportunity; in further detail, AM Pierce & Associates does not discriminate in employment decisions (to include applicants and employees) based on race, color, religion, sex, genetic information, sexual orientation, gender identity, national origin, disability or protected veteran status. AM Pierce & Associates takes affirmative action to ensure that equal opportunity is provided in all aspects of employment. AM Pierce & Associates does not take adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or the pay of their co-workers. For more information regarding Equal Employment Opportunity, click [here](#).

If your background meets the qualifications of the position, please submit your resume and salary requirements. Individuals with disabilities who need assistance with the application process may call 240-718-3800.

AM Pierce & Associates verifies employment eligibility through [E-Verify](#).