

HUMAN RESOURCE GENERALIST

Purpose Statement

The job of Human Resource Generalist was established for the purpose/s of providing support to the delivery of human resource services with specific responsibility for advising administrators/managers/supervisors in HR practices; providing information to employees regarding policies, regulations and contract language; addressing a variety of issues and/or providing general support; assisting in ensuring that human resource functions conform to all applicable regulatory requirements; and recommending improvements to Manager-Employee Services.

This job reports to Manager

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. advertising positions, processing applications, verifying employment, recruitment, contracts, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Collaborates with other HR Division departments (e.g. Compensation & Benefits, Insurance, Organizational Development, etc.) for the purpose of providing excellent customer service.
- Communicates with a variety of stakeholders (e.g. district employees, administrators, and departments; applicants, and general public, etc.) for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or association relations and related legal requirements.
- Conducts investigations for the purpose of gathering multiple perspectives on issues to create recommendations.
- Coordinates employment process (e.g. advertising, processing applications, preparing screening criteria, administering tests, scheduling interviews, enrolling new employees, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Maintains manual and electronic documents, files and records (e.g. vacancy listings, applicant tracking, personnel forms, employee files, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Mediates conflicts between district staff for the purpose of resolving issues and healing relationships.
- Participates in meetings that involve a range of human resource issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Presents information on a variety of human resource topics (e.g. employment requirements, association relations, general district benefits offered, etc.) for the purpose of conveying information and/or making recommendations regarding district services.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches information required to manage assignments (e.g. relevant policies; current practices, etc.) for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.
- Serves as a liaison to schools and departments for the purpose of conveying and/or gathering information required for district operations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices; interpreting contract language; and codes, regulations & laws related to the job functions.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; working independently; adapting to changing priorities; investigating complaints; and facilitating staff conflict resolution.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Ability to acquire PHR (Professional Human Resources) Certification

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

7/1/2009

Salary Grade

Exempt 63X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____