



# HUMAN RESOURCES GENERALIST JOB DESCRIPTION

Job Title: <b>Human Resources Generalist</b>	
Dept./Division: <b>Human Resources</b>	Job Class Code: <b>1044</b>
Pay Grade: <b>122</b>	PCN:
FLSA: <b>Exempt</b>	Effective Date: <b>July 2025</b>
Representation Status: <b>Non-Represented</b>	Revision Date: <b>July 2025</b>
Reports To: <b>Human Resources Director</b>	

## NATURE OF WORK

Under general direction, this position is one of two HR Generalists responsible for the day-to-day operations of the Human Resources Department, including recruitment; onboarding; pay, benefits, and leave; performance management; training; interpreting collective bargaining agreements administering County policies; overseeing processes for medical leave and accommodations, and other related duties as assigned.

## ESSENTIAL FUNCTIONS:

*The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.*

- Coordinates a variety of departmental functions pertaining to recruiting, benefits, classification, compensation, training, personnel policy and collective bargaining agreement administration, and data management.
- Maintains compliance with federal, state, and local employment laws and regulations, and best practices; reviews policies and practices to maintain compliance.
- Responds to inquiries concerning human resources policies, benefits, employment laws, and/or other personnel matters.
- Conducts a variety of recruiting activities; coordinates job postings and recruiting advertisements; receives and screens applications; schedules interviews; develops screening tools and interview questions; conducts interviews, processes criminal history investigations; conducts employer reference checks.
- Maintains the County's job description database for assigned customer groups; reviews job descriptions and monitors language for consistency within job families; researches industry standards in relation to basic job requirements.
- Assists management in the development of job descriptions, analyzes new and existing jobs/job classifications, performs salary analysis, and makes Fair Labor Standards Act (FLSA) exemption determinations.
- Implements new hire orientation, exit interviews, employee relations and recognition programs.
- Coordinates processes for employees requesting Reasonable Accommodation, Family and Medical Leave Act (FMLA) leave and Paid Family and Medical Leave (PFML).

- Delivers county-wide training on personnel policies, benefits, open enrollment, and other topics. Reviews, tracks, and documents compliance with mandatory and non-mandatory training. Schedules in-house trainers and training facilities; posts training schedules and sign-up sheets; organizes special supplemental training classes as necessary.
- Processes mail and email for HR department, handles verifications of employment and employment-related inquiries from applicants, employees, and management.
- Communicates information both verbally and in writing to various stakeholders, including union representatives and the public.
- Consults with management on employee engagement strategies and best practices.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Performs a variety of general accounting duties such as purchasing, accounts payable, and prepares bi-weekly payroll for processing.
- Prepares and maintains a variety of human resources records, reports, and documentation, responds to public records requests and union requests for information as assigned.
- Provides administrative support for the HR Department, serves on various committees.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in-office, in a standard office environment and involves light physical demands and frequent use of personal computers.

**QUALIFICATIONS:**

**REQUIRED:** Education, experience, certifications, etc.

- Associate's degree in human resources, public administration, business/office administration, or a closely related field; AND three (3) years' human resources experience; OR
- Bachelor's degree in human resources, public administration, business/office administration, or a closely related field; AND one (1) year human resources experience; OR
- A combination of at least five (5) years relevant experience and/or education.

**PREFERRED:** Education, experience, certifications, etc.

- 2 years' experience interpreting collective bargaining agreements
- 2 years' experience with recruitment/hiring process
- 2 years' experience with protected leave and/or reasonable accommodations
- HR Professional Certification (SHRM-CP or PHR; SHRM-SCP or SPHR)

**COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):****Knowledge of:**

- Human resources principles, practices, and policies.
- Regulations governing human resources and labor relations.
- Recruiting principles, processes, and strategies.
- Training principles and practices.
- Human resources records, reports, and documentation.
- Database management principles and recordkeeping standards.

**Skills in:**

- Data entry and records management.
- Organization and time/workload management.
- Coordinating and conducting training classes.
- Operating a personal computer with Microsoft Office.
- Scheduling appointments, booking rooms, and calendaring meetings and training.
- Writing in plain language, using correct spelling, grammar, and appropriate formatting.

**Ability to:**

- Learn and follow County policies and procedures.
- Adapt to changing business needs, conditions, priorities and work responsibilities.
- Learn, retain, and recall new or changing information and processes.
- Communicate effectively verbally and in writing, considering the needs of the audience.
- Make timely, logical decisions, solve problems, and prioritize work appropriately.
- Effectively manage stress and maintain composure.

**Behaviors:**

- Regular, reliable attendance with minimal unplanned absences.
- Earn trust and respect through honesty, professionalism, and maintaining confidentiality.
- Accept personal responsibility for work, actions, and words.
- Listen to understand various perspectives.
- Demonstrate initiative to learn, share information, and improve processes.
- Build constructive working relationships with colleagues and stakeholders.

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As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature

Date