

Human Resource Generalist

Purpose Statement

The job of Human Resource Generalist is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information to employees regarding policies, regulations and negotiated language; addressing a variety of issues and/or providing general support; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Human Resources Manager

Essential Functions

- Administers a wide variety of personnel policies and programs (e.g. advertising positions, processing applications, verifying employment, orientation, contracts, compensation schedule, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements.
- Assists with employment processes (e.g. editing job descriptions, preparing advertisements, processing applications, preparing screening criteria, administering tests, scheduling interviews, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Communicates with other employees, departments, administrators, applicants and the public (e.g. Community Relations department, etc.) for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements, and general public relations.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Coordinates a variety events (e.g. recognition programs, dinners, advertising, etc.) for the purpose of ensuring events are scheduled, planned, and executed well and in a timely manner.
- 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.
- Informs employees and applicants regarding a variety of procedures and program requirements (e.g. contract information, salary information, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Interprets contract language, education code and employment regulations for the purpose of ensuring compliance with regulatory requirements.
- Maintains manual and electronic documents, files and records (e.g. labor contracts, vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of processes (e.g. application, eligibility, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Participates in meetings that involve a range of 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.

- Prepares a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, personnel board agenda, etc.) for the purpose of providing documentation and information to others.
- Provides a variety of information to internal and external parties (e.g. pre and post employment processes, salary and contract information, etc.) for the purpose of supporting the Human Resource Manager and department staff in the performance of their work activities.
- Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of providing HR administrator with applicable information for 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.
- Serves as a liaison to committees and/or organizations on behalf of the Human Resources Manager (e.g. public stakeholders, Community Relations department, etc.) for the purpose of conveying and/or gathering information required for district operations.

Marginal 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 potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; 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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; 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 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 data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. 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; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

None Specified

FLSA Status

Exempt

Approval Date

1/15/2021

Salary Grade

PB