HUMAN RESOURCES GENERALIST

NATURE OF WORK

This is specialized, technical and professional level work involving the performance of human resource functions across various divisions of the City County Human Resources Department.

Work involves responsibility for the performance of a variety of human resources activities related to classification, compensation, labor relations, employment and benefits. Work may also involve special projects in any of the divisions of HR. Responsibilities will involve conducting position audits and classification studies, compiling and analyzing salary information and survey data; performing tasks in recruiting applicants and examining qualifications of applicants as well as special research and report compilation; assisting with benefit questions and open enrollment, as well as onboarding and orientation of new employees. Work requires initiative and independent judgment with decisions made in accordance with established policies and procedures. Day to day supervision is received from the respective Division Managers with overall supervision exercised by the Department Director.

EXAMPLES OF WORK PERFORMED

Conducts job audits and classification studies; prepares class specifications or revises existing specifications in the maintenance of the classification plan; performs other research studies involved in the administration of the classification plan.

Participates in the development and practical application of the City and County compensation systems; conducts local and regional salary and benefit surveys; reports data concerning salary and benefit differences based on analysis of salary data; completes salary and benefit surveys received from private industry and other public jurisdictions; performs other research studies involved in the administration of the pay plans.

Reviews job applications submitted on line and scores/audits supplemental questionnaires to determine applicant qualifications; may assist in the preparation, monitoring and grading of examinations; may represent the city and/or county at area events for the purposes of recruiting talent.

Develops and administers evaluation instruments in order to screen applicants; develops rating guides and supplemental questionnaires; schedules, grades and monitors testing procedures.

Assists employees with applications for health, dental, life insurance coverage; explains coverages available and answers questions regarding policies; assists employees with claims.

Maintains the COBRA and Retiree system; enters participant data into computer system; assists COBRA participants and retirees with enrollments and questions about health, dental, vision or claim issues.

Assists with the explanation of benefits and benefit related questions, assists with annual benefit open enrollment.

Develops and conducts employee onboarding and orientation processes for both city and county employees.

May be assigned special projects related to HR operations, which may involve coordination of groups and implementation of systems or applications.

Performs other duties as assigned or as the situation dictates with the scope of this classification.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of Human Resources management.

Knowledge of the techniques of testing and measurement, recruitment and selection.

Knowledge of the current principles and practices associated with employee benefit plans.

Knowledge of employment discrimination issues.

Knowledge of federal and state employment, labor and wage and hour laws.

Knowledge of basic statistical concepts and methods.

Knowledge of current principles and practices in relation to employee orientation and onboarding.

Ability to apply human resources principles, practices and techniques to a wide variety of routine and moderately complex to complex problems and assignments.

Ability to explain personnel codes, rules, policies and procedures.

Ability to perform routine mathematical computations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County officials, employees, co-workers and the general public.

Ability to work independently and at times work as a member of a team in order to accomplish work tasks.

Ability to secure, through conferences and interviews, complete and accurate information.

Ability to perform assignments with accuracy and attention to detail, to make decisions recognizing precedents and practices.

Skill in the use of personal computer and normal office applications.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in public or business administration, human resource management or related field and 4-6 years of experience in the area of recruitment and selection, compensation and classification or benefits administration. Certification in PHR or SHRM-PC is highly desirable.

MINIMUM QUALIFICATIONS

Associates degree in public or business administration, human resource management or related field and 2-4 years current experience in the area of recruitment and selection, compensation and classification or benefits administration or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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