



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Human Resources Generalist	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Human Resources	<b>GRADE:</b>	P2
<b>REPORTS TO:</b>	Human Resources Director	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Performs a variety of professional activities in support of a centralized human resources system, including recruitment and selection, job analysis, classification and compensation plan administration, systems/records administration, employee development, training and assistance, equal opportunity, and employee/labor relations support.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Administers various human resource procedures for all County personnel; assists in the development and implementation of personnel policies and procedures.
- Participates in developing department goals, objectives and systems.
- Provides compensation program support; monitors the performance evaluation program and revises as necessary.
- Performs benefits administration to include claims resolution, change reporting, communicating benefit information to employees; assists in the development and implementation of various employee assistance and wellness programs.
- Conducts recruitment effort for all exempt and nonexempt personnel, seasonal hires, student volunteer/employees and temporary employees; conducts new-employee orientations; monitors career-pathing program and writes and places advertisements; designs and implements recruitment programs to obtain qualified candidates.
- Performs employee relations counseling, outplacement counseling and exit interviewing.
- Manages Workers Compensation, FMLA and Drug and Alcohol Random Testing Programs.
- Conducts research and collects information in support of labor negotiations.
- Maintains organization charts.
- Assists in creation and evaluation of reports.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Confers with and interprets policies, procedures, and regulations to organization staff and the public.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal and state regulations concerning employment.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## HUMAN RESOURCES GENERALIST

### ESSENTIAL FUNCTIONS: (continued)

- Represents the County in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public; makes presentations to County Management, the Board of Commissioners and others.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Bachelor's degree in human resources, business administration, or a related field; AND two (2) years of professional human resources generalist experience; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- County, state, and federal laws, statutes, ordinances related to human resources programs and activities.
- Principles, practices and techniques of human resources administration, including recruitment and selection, job analysis, classification and compensation administration, employee relations.
- Intermediate concepts of training program development and delivery.
- Basic data sampling and statistical analysis techniques.
- Concepts, principles, and procedures of public personnel administration.
- Business letter writing (standard format) to include effective written informational or educational materials.
- Correct English usage including grammar, punctuation, and vocabulary.
- Business arithmetic.
- Principles of confidential file management and record keeping.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be confrontational or strained.



## HUMAN RESOURCES GENERALIST

### Skill in:

- Carrying assigned analytical projects through, from data gathering to completion.
- Maintaining objectivity in all personnel-related matters.
- Effectively resolving operational and personnel problems.
- Using initiative and independent judgment within established procedural guidelines.
- Presenting effective oral presentations to large and small groups.
- Performing professional-level human resources duties in a variety of assigned disciplines/areas.
- Interpreting, applying, and explaining applicable laws, codes, and regulations.
- Preparing clear and concise reports, correspondence, and other written materials.
- Maintaining accurate records and files.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License
- CNC/NCIC Certification within 6 months of hire
- May require PHR Certification

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.