

Human Resources Generalist

Dept/Div: Administration/Human Resources

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate professional work in employee recruitment, benefits administration, employee and labor relations, training program development, research and analysis for program and policy guidance, and related work as apparent or assigned. Work is performed under the general direction of the Human Resources Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Manages the staffing and recruitment process, including job postings, advertisements, employment examinations, applicant management and communications; assists hiring managers with performing candidate assessment and selection, development of interview questions and processes, and conducting background checks; manages the onboarding process for new employees.

Administers compensation and benefit programs and annual open enrollment; educates potential employees, active employees and retirees on benefit plans; participates in the development and design of benefit plans and programs.

Manages the performance planning and review process and provides coaching and direction to managers on performance appraisal.

Investigates accusations of policy violation; provides interpretations of policies, procedures, and labor contract provisions to employees and managers; advises and assists managers on how to handle performance issues, disciplinary actions and grievance resolutions to ensure compliance with rules, policies, and procedures; assists in the development and implementation of personnel policies and procedures.

Coordinates the workers' compensation program; administers disability management programs, including FMLA and fitness for duty examinations.

Provides research and data analysis for a wide range of personnel matters including legal compliance, labor negotiations strategy, market analysis, benefit strategies, workforce analytics, and related human resources applications.

Analyzes training and development needs and contributes to the development and presentation of training programs; Develops employee communications and education on human resources programs.

Assists in preparations for contract negotiations by gathering information, analyzing effects of recommended proposals, and recommending initiatives for contract changes; participates in negotiation sessions as required.

Maintains employee files and records in accordance with the data practices act and records retention schedule.

Performs job analysis to develop job descriptions and assess job classifications.

Processes accident and property damage reports and maintains OSHA reporting procedures; serves on and assists with the Employee Safety Committee.

Oversees the Random Drug Testing program.

Coordinates the wellness program.

Provides assistance with payroll and performs payroll functions as required.

Knowledge, Skills and Abilities

Considerable knowledge of personnel management and human resource programs and policies; considerable knowledge of State and Federal employment laws and regulations, general knowledge of labor relations practices and techniques and labor negotiations methods; general knowledge of regulations regarding the handling of employee records and files; general knowledge of standard office practices, procedures, equipment and techniques; ability to develop communications and perform public speaking for a variety of audiences; ability to work independently and complete assignments under general instructions; ability to plan, organize, and manage multiple, concurrent and complex projects effectively and efficiently; ability to collect, organize and analyze data; ability to

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apply established policies, practices and procedures; skill in using office equipment and applicable software; ability to communicate effectively, both orally or in writing, ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Bachelor's degree with coursework in human resources, business administration, or related field and moderate experience working in a personnel or human resource environment, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires walking and occasionally requires standing, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.

Last Revised: 3/2/2017