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HUMAN RESOURCES GENERALIST 1

Nature of Work

Under general supervision, works at the full-performance level performing human resources work in one or more areas such as recruitment, employment, employee relations, classification, compensation, benefits, payroll, time keeping, personnel records or other human resources functions. Work requires the use of acquired knowledge and analytical techniques in a variety of job assignments. Has working knowledge of and interprets laws, rules and policies related to human resources and applies this knowledge to a variety of human resources issues. Performs related work as required.

Distinguishing Characteristics

The work is characterized by its complexity, broad discretion and strict accountability for results. Full responsibility is delegated for planning, organizing, and completing assignments within established procedural framework and time constraints. These positions are distinguished from the Human Resources Associate level by the wider range of work assignments in the human resources area. May supervise administrative support staff.

Examples of Work

Reviews proposed human resources documents and transactions for conformity with budget amounts, Division of Personnel policies and merit system rules and regulations; ensures timely processing of human resources transactions.

Prepares and reviews forms for human resources, payroll and related areas.

Enters work hours and prepares for payroll processing.

Maintains accurate human resources records.

Prepares recruitment announcements and advertisements and provides guidance to supervisors and managers on the recruitment process.

Provides advice and counsel to employees, managers and supervisors on benefits matters.

Conducts human resources related training.

Recommends changes to human resources procedures.

Gathers preliminary data for classification requests.

Prepares reports that can be used by managers and the Division of Personnel for the purposes of managing human resources.

Ensures that data and records are maintained in a manner which can be readily accessed and utilized.

Ensures work is completed in compliance with relevant federal and state laws and department policies and procedures.

May supervise administrative support staff.

Knowledge, Skills and Abilities

Knowledge of federal and state laws and department policies and rules including the Division of Personnel rules, policies and procedures.

Knowledge of principles, concepts, trends and practices of human resource management.

Knowledge of project management techniques.

Knowledge of organizational structure and chain of command.

Ability to follow written and verbal instructions.

Ability to communicate effectively, both orally and in writing.

Ability to independently carry out assignments sometimes of a complex and confidential nature.

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Knowledge, Skills and Abilities (cont'd)

Ability to interact with co-workers, public officials, agency employees, and the general public to establish and maintain effective working relations.

Ability to assign and review the work of others.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Candidates may substitute related experience for the required education at the rate of one (1) year of experience for thirty (30) semester hours of education.

Experience: Two (2) years of full-time or equivalent part-time paid professional human resources, payroll, bookkeeping or accounting experience.

Substitution: Graduate coursework from a regionally accredited college or university may substitute for the required experience at the rate of one (1) year of experience for fifteen (15) semester hours of education.

Promotional Only: Four (4) years of full-time or equivalent part-time paid experience as a Human Resources Associate.

Note: A valid driver's license may be required.

Established: 08/04/2018

Effective: 08/04/2018