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## HUMAN RESOURCES GENERALIST 2

### **Nature of Work**

Under limited supervision, performs advanced level, professional 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. Requires analytical skills and the ability to organize complex work in a project or team setting where accountability is assigned for meeting timetables for major projects in the functional area. The work involves the completion of more difficult, sensitive or controversial assignments in the functional area. Performs related work as required.

### **Distinguishing Characteristics**

Work at this level is characterized by project and team leader responsibility or by personnel generalist responsibility in a liaison role for a department with outside agencies. The work is usually of considerable difficulty and complexity. These positions may report to a manager, supervisor or office administrator, and perform duties related to multiple areas of human resources. Work is performed with greater independence than previous levels in the series. These positions may supervise administrative support staff or act as lead worker over paraprofessional and/or support staff within the series.

### **Examples of Work**

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

Trains subordinates and newly appointed human resources staff in all aspects of successful completion of work assignments.

Acts as team leader in successful completion of projects.

Prepares and approves, within delegated levels of authority, human resources related documents and transactions in multiple human resources areas.

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

Maintains accurate human resources records.

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

Provides guidance to employees, managers and supervisors regarding benefits.

Conducts human resources related training.

Recommends changes to human resources procedures.

Serves as a point of contact and liaison for agency human resources staff on one or more matters related to recruitment, employment, employee relations, classification, compensation, benefits, payroll, time keeping, and personnel records.

Inputs data into and maintains statewide human resource information systems.

Prepares reports at an agency or statewide level 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 done is in compliance with relevant federal and state laws.

May supervise administrative support staff and/or lead para-professional and/or support staff.

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**HUMAN RESOURCES GENENERALIST 2 (cont'd)**

**Knowledge, Skills and Abilities**

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

Knowledge of management concepts, principles, methods and practices.

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 train and direct the work of subordinate staff.

Ability to follow written and verbal instructions.

Ability to communicate effectively, both orally and in writing.

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

**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:** Four (4) years of full-time or equivalent part-time paid professional human resources, payroll, bookkeeping or accounting experience.

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

**Promotional Only:** Six (6) years of full-time or equivalent part-time paid experience as a Human Resources Generalist 1.

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

Established: 08/04/2018

Effective: 08/04/2018