Position Summary

The Human Resources Generalist coordinates and implements the day-to-day processes, procedures and operations of the Human Resource department. The position requires the ability to successfully multi-task and demands a high level of discretion and independent judgment. Generalists carry out responsibilities in the following functional areas, but not limited to: recruitment acquisition, staffing, employment processing, compensation and classification, wellness and health benefits, benefits coordination, leave coordination; training and development, employee orientation, staff onboarding, records management, workers compensation, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.

Distinguishing Characteristics

Human Resource Generalist II is distinguished from Human Resources Generalist I in that the latter job class has assignments of a narrower focus and works under direct supervision. Under general supervision responsible for assisting in the daily administration of District benefit programs primarily in the area of vendor billing, reconciliation, internal control processes and account management. Requires general knowledge of human resources procedures and functions as well as an awareness of District policies, collective bargaining agreements and applicable federal and state laws and regulations. The essential functions listed below describe the general nature and level of work but are not intended to be an exhaustive list of all responsibilities, duties and skills required for position.

Supervisory Relationship

Works independently with minimum supervision. Works in a team environment with direction from the Director of Human Resources, Human Resource Administrator, or designee.

Essential Functions

1. Implements HR programs, processes and procedures, by providing HR resources and services, including recruitment acquisition, staffing, employment processing, compensation and classification, wellness and health benefits, benefits coordination, leave coordination; training and development, employee orientation, staff onboarding, records management, workers compensation, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations; completing personnel transactions; employee services and counseling.

2. Develops and implements human resources solutions to complex situations by collecting and analyzing information; recommending courses of action and taking action.

3. Perform reconciliations of Active employees and Retirees benefit plan participation, in medical vision, dental, optional life plans, flexible spending accounts; to vendor billing.
4. Assists in the collection, preparation and review of data for reports, proposals and other formal written communications; ensures that all reports and correspondence achieve a high level of quality.

5. Performs monthly OEBB reconciliations of GL account transactions.

6. Perform Transportation Average Hours and ACH processes

7. Ability to track, reconcile and process domestic partner imputed income, unpaid leaves of absence, new hire and newly benefit eligible employees enrollments

8. Assists in the design, develop and maintenance of Benefits Website and Employee Self-Service, this includes interfacing with Information Technology Department when applicable.

9. Identify and clarify problems; use critical thinking to effectively solve human resource issues by evaluating potential solutions; implementing selected solution; and coaching and counseling supervisors and employees. Coordinates client expectations by communicating project status and issues; resolving concerns; analyzing time and cost issues; preparing reports.

10. Works collaboratively with Payroll and Finance to ensure databases are maintained accurately.

11. Assist in the preparation of Open Enrollment materials including contribution rate sheets and census reports for bargaining units.

12. Maintains Human Resource Information System records. Make informed decisions based on data and statistics. Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; and developing and organizing information.

13. Assembles background materials for meetings, gathers items for agendas and creates documents.

14. May reply to routine requests for information from own knowledge or brief instruction from supervisor.

15. Perform reconciliations of Active employees and Retirees benefit plan participation, in medical vision, dental, optional life plans, flexible spending accounts; to vendor billing.

16. Collaborates with Information Technology to enhance and/or change current benefit production reports, and data files for administering all aspects of benefits including ACA (eligibility and IRS required reports)

17. Ensures that medical, vision, dental, life, LTD and flexible spending accounts are administered in compliance with the plan document including ERISA mandates and collective bargaining agreements.
18. Maintains working knowledge of federal and state legislation influencing employee benefits including ACA.

19. Provides frontline customer support to all employees and retirees regarding general benefit program information including but not limited to medical, dental, vision, LTD, life and flexible spending accounts, etc.

20. Learns, interprets, and applies pertinent employment federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

21. Acts as project manager for key benefits programs including research and analysis and assists in implementation.

22. Attends and participates in staff meetings and in-service activities; attends workshops, conferences, and classes to increase professional knowledge.

23. Communicates clearly and concisely, both orally and in writing. Establishes, maintains and fosters positive and harmonious working relationships with those contacted in the course of work.

24. Technical resource to benefits administration staff for PC applications and Lawson.

**Required Knowledge, Skills and Abilities**

1. Knowledge is required to perform basic math, including calculations using fractions, percentages and/or ratios.

2. Knowledge of office software systems, including knowledge of HRIS including payroll systems and applicable Lawson processes.

3. Knowledge of effective office management practices and records management techniques.

4. Ability to effectively utilize and operate sophisticated automated record keeping systems and equipment.

5. Ability to interpret and apply program or department information in making decisions or providing information to others.

6. Ability to read technical information, interpret contract language, codes, regulations, and laws related to job functions.

7. Ability to routinely gather, collate and/or classify data utilizing defined methods and processes.

8. Ability to work with a significant diversity of individual and/or groups required.
9. Ability to problem-solve, analyze issues and create action plans and/or alternatives.

10. Ability to maintain confidentiality, establishing and maintaining effective working relationships adapting to changing priorities and working with frequent interruptions is required.

11. Must be flexible and able to change projects or priorities on a frequent basis.

12. Ability to meet deadlines and work independently.

13. High degree of confidentiality and diplomacy.

14. Ability to work as a member of a team.

15. Desire to remain current concerning HR and benefits regulations and legislation.

16. Effective use of oral and written communication skills.

17. Knowledge of regulatory language with respect to collective bargaining agreements and labor laws.

18. Ability to make independent decisions when necessary.

19. Knowledge of salary schedule functions and implementation.

20. Ability to make independent decisions when necessary.

21. Use of judgment that is in the best interest of the District, staff and the department.

22. Ability to work at a fast pace, when necessary, while maintaining a high level of professionalism in the resolution of employee issues.

**Minimum Qualifications**

**Experience**

- Minimum three years benefits administration preferred.

- Experience in customer service with attentive and patient listening skills; excellent communication skills.

- Proficient use of technology in an office setting using complex data systems.

- Responsible administrative support experience. Human Resources experience in a school environment is preferable.

*Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.*
Work Environment

Incumbents work in a fast-paced office/school environment and may be required to work extended hours and weekends as needed.

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