



## 1127 HUMAN RESOURCES GENERALIST II

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### **Classification 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.

### **Supervisory Relationships**

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

### **Examples of Duties**

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. 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.
4. 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.
5. Prepares reports by collecting, analyzing, and summarizing data and trends. Keeps all HR related documents and information confidential.

6. Accurately prepares and submits on a timely basis all required reports including governmental compliance reports. Maintains personnel records of employees to meet federal, state and local recordkeeping requirements.
7. Prepares and maintains accident reports (Workers Compensation, Vehicle Accident, Product Liability, etc.) in accordance with District policies and any applicable laws.
8. Serves on a safety committee and may assist with accident investigations when required or requested. Prepares and submits group insurance, medical and disability claims to comply with all applicable laws and company policies. Manages unemployment compensation claims.
9. Complies with all local, state and federal laws and all District policy.
10. Maintains regular and prompt attendance.
11. Performs other related duties as required.

### **Minimum Qualifications for Class Entry**

1. Demonstrated capability to effectively interface with individuals or groups of people representing various backgrounds and disciplines.
2. Ability to effectively utilize and operate sophisticated automated record keeping systems and equipment.
3. Ability to understand, interpret, and apply programs, policies, and procedures, in the work environment.
4. Demonstrated ability to compile and analyze data/information gathered through observation, interviews, reports or research.
5. Demonstrated initiative, skill and interest in the field of Human Resources.
6. Good attention to detail, demonstrated ability to independently organize and prioritize complete work assignments and coordinate a variety of demanding tasks.
7. Demonstrated ability to organize and prioritize workload, follow through on assignments, and work under dynamic conditions.
8. Ability to understand and conceptualize Human Resources objectives within a changing environment.
9. Good interpersonal, written and oral communication skills.
10. Knowledge of office management.

### **Required Knowledge, Skills and Abilities**

1. Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
2. Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
3. Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
4. Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.

5. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
6. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
7. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
8. Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
9. Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

**Work Environment**

1. Work is performed in an office environment.
2. Requires constant contact with people of diverse and ethnic backgrounds, educational and socioeconomic levels.
3. Typically sits for extended periods at a computer workstation.
4. Must be able to see, hear, touch, feel, lift (up to 20 lbs.) and stand for short periods of time.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA - Classified
<b>Pay Grade</b>	Grade 12
<b>Developed by</b>	Dr. Celia Feres-Johnson – Director of Human resources
<b>Reviewed by</b>	Classified Employees Pay Grade Evaluation Committee 07/01/2012
<b>Approved by</b>	Dr. Celia Feres-Johnson, Director of Human Resources
<b>Last revised</b>	07/01/2012