

(REVISED 6-23-05)
11-6-09
03-29-10
3-14-11

JOB DESCRIPTION

TITLE HUMAN RESOURCE GENERALIST I

QUALIFICATIONS

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

Education/ Experience	Bachelor's degree in Human Resources, Business Administration, or other related discipline; or Human Resources Certification; or equivalent combination of education, training and experience which provides the required knowledge, skills and abilities for this position. Word-processing and spreadsheet experience required. Ability to create and work with databases.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, employees and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall be free of any alcohol or

non prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Appropriate Supervisor

GENERAL RESPONSIBILITIES

1. Provides support in functional areas of Human Resources including but not limited to applicant screening, recruitment and employment, personnel records, employee and/or labor relations, job evaluation, compensation management, leave administration, organization development, training and special projects.
2. Assists with the screening process for applicants, volunteers, vendors and employees.
3. Communicates (verbal and written) with applicants, volunteers, vendors, and employees.
4. Assists in the development and implementation of Human Resources policies and procedures and their dissemination through employee booklets, communication, and/or meetings.
5. Prepares reports in conformance with legislated requirements or organization needs.

SPECIFIC RESPONSIBILITIES

1. Plans, conducts and supervises complex assignments.
2. Operates with substantial latitude for unreviewed action or decision.
3. Assures that all assigned projects adhere to accepted professional standards.
4. Recommends changes in methods or procedures.
5. Applies and interprets organization policy.
6. Acts as liaison with other departments, division, and organizations.
7. Supervises assigned support staff.

8. Schedules work to meet completion dates.
9. Reviews progress with supervisor.
10. Maintains confidentiality of applicant screening and Human Resources information.
11. Performs other duties as assigned.