

HUMAN RESOURCES GENERALIST

DEFINITION

Performs a broad range of human resource functions including, but not limited to: recruitment and selection, employee relations, policy interpretation, compensation and HRIS.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Human Resources Manager. Direction may be provided by the Senior Human Resources Generalist or Human Resources Analyst.

Provides training and direction to lower-level staff and student workers.

EXAMPLES OF DUTIES

Performs full-cycle recruitment activities which include: handling requisitions, preparing and posting internal and external job openings, assisting applicants with the application process, screening and qualifying applications, coordinating the interview process, verifying references, extending offers and processing new hires within established timelines and procedures.*

Coordinates recruitment activities with Hiring Manager and/or other appropriate personnel when position(s) become vacant.*

Inputs, updates and retrieves employee data from HRIS (Human Resources information system).*

Ensures the compliance and accuracy of legal/employee related documents.*

Schedules, proctors, and scores tests for classified personnel.*

Reviews, monitors, tracks, edits and ensures accuracy of board slips.*

Maintains and tracks performance evaluations.*

Runs and prepares human resources reports from the HRIS.*

Conducts new hire orientation.*

Submits salary placement and advancement for approval to HR Manager or designee.*

Provides one-on-one training to managers and employees on navigating, inputting and approving vacancies, board slips and employment applications.*

May assist employees with Worker's Compensation claims and leaves of absence inquiries.

Assists department managers with employee related matters as applicable.*

Maintains confidentiality of human resources information and employees records.*

Performs lower-level duties as needed.

Participates on department projects as assigned.

QUALIFICATIONS

Knowledge of:

Modern office practices and procedures.

Human Resources practices, including, laws, regulations, policies and contract provisions.

Word processing, spreadsheet and database software.

Business communication principles.

Ability to:

Interpret and apply pertinent laws, policies and regulations.

Effectively utilize an HRIS and word processing, spreadsheet and database software.

Deal tactfully with a variety of public contacts.

Establish and maintain accurate records.

Work independently with minimal direction.

Establish effective working relationships with administrators, employees and the general public.

Communicate clearly, both orally and in writing.

Maintain confidentiality of records and related Human Resources information.

Follow complex written and oral instructions.

Interview, train and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Associate's degree from an accredited college or university in Business Administration or a related field.

Four years of direct Human Resources experience in the following areas: recruitment and selection, employee relations, policy interpretation and HRIS.

Six months of related work experience in compensation.

An additional year of college education beyond an Associate's degree may only substitute for one year of the required experience.

Desirable:

Human Resources work experience in a higher education environment.