HUMAN RESOURCE GENERALIST

DEFINITION

Under the supervision of the Assistant Chief of Administration, performs difficult and confidential programmatic, technical, complex and specialized support work requiring the regular use of independent judgment and initiative, and performs related work as required. The work may include providing direction to other office support staff.

Distinguishing Characteristics: This position requires advanced, journey-level work with well-developed skills, technical knowledge of district policies, procedures, employment laws, and activities related to Human Resource functions.

ESSENTIAL FUNCTIONS

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.

Example of duties:

Performs difficult, complex, confidential, technical, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to supporting the Administrative Assistant Chief. Provides administrative support to the Administrative Assistant Chief in the handling of confidential, sensitive and often controversial information about issues involving labor-management relations, litigation, disciplinary actions, health and safety regulations, salary and benefits administration, recruitment and selection, interpretation of District administrative policies and procedures, and employee communications. Prepares personnel related federal and state forms. Maintains I-9 records, EDD reporting, and employee emergency contact records. Prepares and processes Workers’ Compensation paperwork and maintains reporting systems. Maintains confidential personnel files and computer database files for Worker’s Compensation, leave benefit accruals, and personnel data. Prepare, process, and maintain reporting systems for FMLA, CFRA, and PDL leaves of absence. Provide comparative salary/compensation survey information, including project research and staff report. Researches and makes recommendations regarding issues in aspects of human resources practices and procedures. Identifies potential personnel issues, conduct analysis, make recommendations and/or provide advisement to upper management, and suggest alternate strategies. Prepares and directs the preparation of a variety of written correspondence, agendas, reports, procedures, ordinances and other written materials. Administers and coordinates District Performance Impact appraisal program, including maintenance of database and records.
Skill to: Initiate and organize work, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction. Exercise sound independent judgment within established policy and procedural guidelines. Perform varied, detailed, and confidential office administrative and secretarial support work in an independent manner. Assign, direct and review the work of others. Proofread materials for accuracy, completeness, format, and use English, including grammar, punctuation and spelling. Using English effectively to communicate in person, over the telephone, and in writing. Use word processing, spreadsheet and other office administrative software with sufficient speed and accuracy to perform the work within established timelines. Prepare accurate and effective reports, correspondence, informational packets, contracts and other written materials. Establish and maintain effective and positive working relationships with those contacted in the course of the work. Make accurate arithmetic and statistical calculations. Maintain office files with speed and accuracy.

Physical Characteristics: While performing the duties of this job, the employee is frequently required to use hands and fingers to, handle or grasp objects, type on a keyboard, manipulate office equipment. The employee is frequently required to sit, stand, and walk. The employee is occasionally required to reach with hands and arms, kneel, crouch, or squat.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

The employee must have the ability to: drive a vehicle, operate a personal computer, read small print on documents, hear and speak well enough to communicate over the telephone and in person.

Other Characteristics: Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, may be required to attend meetings, seminars, and conferences during or after work hours; consistently follow through with duties/assignments and work harmoniously with subordinates and superiors, wear approved uniform. Report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with district policy.

MINIMUM QUALIFICATIONS

Knowledge of: Codes, regulations, policies, and procedures related to Human Resources. Business letter writing and the standard format for reports and correspondence. Basic supervisory principles and practices. Records management principles and practices. Standard office administrative practices and procedures, including filing and the use of standard office equipment. Computer applications related to the work, including word processing, basic spreadsheet and other office administrative applications. Business arithmetic and basic statistical techniques. Techniques for dealing effectively with the public and District staff, in person and over the telephone.
Experience: Six years of proven experience in recruitment, compensation, benefits, employee relations, employee development, personnel research, policy development and interpretation, HRIS, payroll integration and general HR systems. Related experience in Special District environment desirable.

Education: Bachelor of Art/Science degree, PHR/SPHR Certificate, or combination preferred, along with other applicable human resource certifications.

License: Possession of a valid California Driver's License.

Certification: None required.