



Job Description

Job Title: Human Resources Generalist	Status: Non-Exempt
Salary Range: 15.0	Date: July 2022
Department: Administration	Reports to: Chief Human Resources Officer

SUMMARY

The Human Resource Generalist will run the daily functions of the Human Resource (HR) department including hiring and arranging for interviews of staff and applicants, administering pay, benefits, and leave, and enforcing company policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical essential duties for positions in this classification, but are not limited to, the following:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Coordinates selection, pre-employment, and onboarding processes including scheduling selection interviews, initiating background checks, extending job offers, preparing and issuing offer letters, arranging pre-employment physicals, conducting new employee orientation, and entering new employee data in required systems.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Provides technical and administrative support to the administration of District benefit programs (e.g., medical, dental, disability, life, FSA, employee recognition, COBRA, open enrollment, etc.) including conducting the intake, review, and submission of enrollment forms.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Tracks, compiles, and maintains a variety of data and reports; responds to requests for information such as requests for salary and benefits data from external agencies.

- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- May assist with constructive and timely performance evaluations.
- May assist with Risk Management related tasks such as submitting insurance claims to workers compensation provider and/or submitting insurance claims related to damaged district property, vehicle or equipment and assisting with annual SDRMA insurance renewal questionnaire.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Federal and California human resources laws, regulations and procedures.
- MS Office software, especially Word, Outlook and Excel.
- Office terminology, procedures, care and operation of office equipment.
- Ability to spell and use correct English grammar; typing skills for a variety of correspondence, memorandums and notices; proofreading skills; ability to maintain clerical records; prepare reports.

Ability to:

- Maintain confidential records and information;
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Office software and computer programs and applications including integrated human resources information systems

EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience preferred.

CERTIFICATIONS AND LICENSES

Possession of a valid California driver's license may be required at the time of appointment.

PHYSICAL REQUIREMENTS

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.

- Mobility: Job tasks are varied and require standing, walking, sitting, climbing, bending, stooping, kneeling and crouching.
- Lifting: occasional lifting up to 20 pounds.
- Vision: constant use of overall vision, including near vision, distance vision, color vision and ability to adjust focus.
- Dexterity: occasional grasping, fine manipulation, reaching, pushing and pulling; occasional use of touch to distinguish or identify objects.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent contact with coworkers and others; depending on assignment, may also frequently work alone. The employee is also expected to respond in emergency situations.
- Environmental: exposure to moderate noise levels.

Accepted By: _____ **Date:** _____
Human Resources Generalist (Received Copy)

Approved By: _____ **Date:** _____
Chief Human Resources Officer

Approved By: _____ **Date:** _____
General Manager