

HUMAN RESOURCES GENERALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Professional	Confidential	61	11/14/13	Classified	1 of 2

DEFINITION: Under direction, provides a variety of confidential, administrative, professional level work for human resources services and programs in an assigned area, which may include recruitment and selection, employee and labor relations and negotiations, equal employment opportunity and HRIS, benefits, workers' compensation, and classification and compensation.

DISTINGUISHING CHARACTERISTICS: The Human Resources Generalist is a paraprofessional position. Assignments may be in any functional area and require a broad knowledge of human resources principles and practices.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:

- Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public; assists in the development and improvement of human resources programs, policies and procedures, employee professional development, employee safety and training related activities.
- Prepares various reports, charts, memos, correspondence, etc.; analyzes various types of information, salary survey results, etc.; generates various reports, statistical data; creates and maintains human resources office records and files, including confidential personnel files and records, purges files in accordance with the District's records retention policy.
- Assists in developing reports, responses, or resolutions for Governing Board, Chancellor, Cabinet, and District management; responds to formal or informal surveys regarding salaries, benefits, classifications, etc.
- Monitors and audits accuracy of transactions in HRIS computer programs to ensure proper interface with benefits and payroll functions; enters or modifies data, writes queries and develops reports from HRIS.
- Conducts research and works on special projects as assigned; effectively handles multiple assignments; works in a fast-pace environment with frequent interruptions; maintains confidentiality; works with a variety of diverse groups in a tactful and effective manner;
- Coordinates and monitors the recruitment and selection program; assists with the development of job descriptions, provides support in all phases of recruitment and selection processes including inputting, tracking, screening applications for minimum qualifications, scheduling of interviews, act as the Equal Employment Opportunity Representative on recruitment and selection committees, participates in assessment centers and conducting skills testing; confers with managers and supervisors on related matters.
- Conducts or coordinates a variety of processes related to employment including reference and driver's license checks, psychological testing, pre-employment medical exams, fingerprinting and background investigations, making recommendations to the hiring authority based on the findings.
- Provides support for collective bargaining negotiation activities, performs research related to salary and benefits analyses, and proposals as part of the collective bargaining process, participates in strategy sessions as needed.
- Assists in planning, developing, implementing District's benefit program operations including health, life, dental, disability, retirement, COBRA, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation, retirement, open enrollment.
- Assists in coordinating, processing claims, and acting as liaison with workers' compensation program and carrier.



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- Assists in processing of short-term/long-term disability claims, modified work programs, tracking employee leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), processing reasonable accommodations requests.
- Assists in performing job audits, reclassification request analyses of individual positions, classes, and series of classes, prepares and revises class specifications; conducts compensation studies, analyzes data and makes recommendations.

MINIMUM QUALIFICATIONS:

Knowledge Of: Fundamental principles and practices of public human resources administration; current relevant federal and state laws and regulations related to human resources; techniques and methods for recruiting and testing in the public sector; basic workers' compensation law and procedural requirements as they relate to claims processing and management; fringe benefit program administration and requirements, methods and techniques in conducting research and analyzing data; business letter writing and report preparation; principles and procedures of record keeping; modern office procedures, methods, and equipment including computers, human resources information systems and applicable software applications; statistical methods as applied to human resources activities.

Ability To: Perform a variety of professional, technical, confidential and analytical human resources functions with minimal guidance and supervision; communicate effectively orally and in writing to gather information, explain policies or procedures and to persuade others to accept or adopt recommendations; interact tactfully and effectively with others; exercise independent judgment, discretion, initiative; maintain confidentiality of sensitive information and comply with legal requirements; operate a computer using word processing, applicant tracking and spreadsheet software applications; learn and implement new technology; oversee a variety of activities related to human resources functions; interpret and apply a variety of human resource rules, laws, and policies with good judgment; take responsibility and exercise good judgment in recognizing scope of authority.

Education/Training: Equivalent to completion of an AA/AS degree from an accredited college with major course work in human resources management, business administration, public administration, labor relations or a related field. Two years of technical work in the administration of recruitment, classification and compensation, benefits, labor and employee relations, or workers' compensation functions may be substituted for one year of college.

Experience: Equivalent to at least two years of increasingly responsible professional level experience in human resources functions.

Actions: Newly created classification adopted by the Governing Board on 11/13/13.