

Sample Organization

Human Resources Generalist

Job Description

Exempt: Yes

Department: Human Resources

Reports To: Human Resources

Location: Not indicated

GENERAL DESCRIPTION OF POSITION

Assist in the execution of corporate and HR programs and processes. Provide day-to-day Employee Relations and administrative support. Manage and is responsible for select HR processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plan, manage and communicate special projects and programs such as employee recognition, wellness, benefits, recruiting, performance management, and employee surveys.
2. Develop project plans to include project goals and outcomes, timelines, deliverables and cost implications. Provide project updates to HR Director as dictated by project schedule.
3. Draft, develop, edit and copy materials and presentations in a timely and efficient manner.
4. Develop and maintain overall HR project calendar and ensure that key stakeholders are made aware of projects and timelines.
5. Coach and advise employees regarding HR programs, practices and procedures.
6. Advise Human Resources staff of existing or potential problem areas.
7. Communicate proactively and work with departmental managers to resolve employee concerns and issues, and identify administrative needs that occur on a routine basis.
8. Coordinate employee recognition programs. Coordinate ongoing process filings such as Benefit carrier updates.
9. Develop letters, memos and other correspondence in a professional manner.
10. Coordinate pre-employment testing.
11. Manage HR forms.
12. Evaluate and recommend improvements to HR processes and procedures continually to meet the needs of the HR department.
13. Identify, develop, and communicate record retention policy and practices throughout Human Resources.
14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. equivalent to four years of college, plus 3 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

PHR

SOFTWARE SKILLS REQUIRED

Advanced: Human Resources Systems

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms.

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

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

No reminder has been set to review or update this job description.

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