

<b>JOB TITLE:</b>	<b>Human Resource Generalist</b>
<b>DEPARTMENT:</b>	Human Resources/Risk Management
<b>SUPERVISOR:</b>	Director
<b>SUPERVISION EXERCISED:</b>	None
<b>HOURS WORKED:</b>	Full-time 40 hours
<b>EXEMPT STATUS:</b>	Exempt
<b>ORIGINAL DATE:</b>	4/14/2015
<b>REVISED DATE:</b>	10/2/2018 (BOCC APPROVED)

### **Job Scope**

**Summary:** Performs a variety of professional and administrative level Human Resources duties in a strict confidential setting and may carry out responsibilities in some or all of the following functional areas: employee relations, recruitment and retention, HR operations and training. Performs Human Resource related duties including specialized project work and to answer inquiries and provide information to County employees regarding personnel policies, practices, and procedures. Work includes public contact in the accepting, processing, and maintenance of employee forms and other personnel documents, and explaining federal and state laws, job requirements, personnel policies, and benefits. The work is performed with limited supervision under the general direction of the Human Resources Director (HRD), with the ability to exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

**Other Information:** Work is typically regular and recurring involving some degree of complexity where good judgment is required to apply standard practices and decision making within clearly established guidelines. Works independently but under the supervision of the department Director (HRD). Communicates with others throughout the organization and with the general public. Work has a distinct impact on the operations of the department and other departments throughout the County. Work involves a variety of confidential and sensitive information. Work is typically performed in an office environment.

### **Essential Functions**

The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Primary responsibility for recruitment, compensation, job analysis/evaluation and HR operations.
2. Provides information and responds to questions regarding personnel policies and procedures; Able to effectively communicate and guide managers and employees with personnel policies their application and practices. Knowledgeable of HR Policy and practice. Interprets and applies personnel policy, ensuring consistency and compliance. Makes recommendations for personnel policy changes.
3. Supports HRD with employee relation matters.
4. Responds to and assists with FMLA and Non FMLA leave requests, approvals and tracking.
5. Partners with hiring managers to develop cost-effective recruiting strategies for high level and difficult to fill positions. Develops marketing/promotional materials to aid in recruiting. Works to expand and diversify recruitment resources and community partnerships. Monitors and tracks advertising costs.
6. Provides guidance and coaching to supervisors for difficult and sensitive employment related issues, including discipline and terminations, ensuring compliance with state and federal

employment law. Receives, analyzes, investigates and resolves employee complaints. Coordinates external investigations and consults with the Civil Prosecuting Attorney as needed.

7. Provides advice to leaders on writing and implementing performance evaluations, corrective action, and other employee communications.
8. Manages a system for developing and revising job descriptions. Conducts job evaluations to assign pay grades. Ensures consistent oversight of compensation administration. Develops and revises job descriptions. Conducts job evaluations to assign pay grades. Ensures consistent oversight of compensation administration.
9. Assists HRD with ongoing market benchmarking. Participates in and coordinates market surveys. Makes recommendations for improvements and consistency to compensation policies and procedures. Identifies gaps in market survey and trending.
10. Partners with department leaders to conduct workflow analysis, desk audits and to facilitate organizational design. Develops and maintains organization charts.
11. Assists with recruitment and selection process including posting job openings and advertisements, receiving and processing applications, answering inquiries, and maintaining applicant tracking;
12. Completes Equal Employment Opportunity (EEO) tracking and reporting. Composes, transmits, and communicates EEO-4 and EEO Plan.
13. Develops and administers training to all levels of the organization on various topics, including: Recruiting, interviewing, corrective action, harassment, and performance coaching.
14. Manages employee separation process, including conducting exit interviews, processing exit paperwork, and entering data.
15. Serves as case administrator for E-Verify. Verifies documentation for I-9 compliance, enters data in the Department of Homeland Security website, and follows appropriate procedures regarding tentative non-confirmations.
16. Prepares, analyzes and presents various HR reports, including, exit reason and turnover reporting, and budget status reports. Develops and implements recommendations to reduce turnover, and improve the employment experience at the County. Ensures data integrity of all HR processing.
17. Responsible for chair of Bonner County Wellness Committee. Manages wellness activity and incentive communication and tracking. Organizes, promotes and coordinates employee HR programs such as biometric fairs, flu shots, and related programs;
18. Prepares and conducts employee exit interviews and separation letters.
19. Oversight of HR Internet pages;
20. Advises employees regarding the county benefits program, including availability, family status changes, eligibility requirements, and new enrollment;
21. Support benefits administration in the development and dissemination of communication and information materials on benefits plans, policies and procedures to promote employee benefits programs;
22. Maintains and responds to management of employee leaves;
23. Completes special projects assigned by HRD;
24. Maintains confidential employee personnel and functional files;
25. Performs all duties under strict confidentiality requirements; Knowledge of and complies with HIPAA & Hitech privacy and security policies and regulations.
26. Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Secondary Functions**

1. Work cooperatively and constructively with fellow workers and members of the public to

- provide public service of the highest quality and quantity;
2. Comprehend, interpret and convey to others the County's policies, practices, and procedures;
  3. Maintain records efficiently, accurately and confidentially and to prepare clear and concise reports;
  4. Establish and maintain effective working relationships with elected and appointed officials, other County employees, supervisory personnel, insurance carriers, and the public;
  5. Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
  6. Communicate effectively both orally and in writing; Excellent problem solving abilities.
  7. Maintain strict confidentiality in all aspects of County Human Resources actions, records, practices, policies, and procedures;
  8. Use logical and creative thought processes and critical thinking skills to develop solutions according to written specifications and/or oral instructions.

### **Job Qualifications**

#### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree from a four-year college or university in Human Resources, Accounting, Finance, Communications or Business or a closely related field preferred; and a minimum of five (5) years related HR generalist recruitment experience and/or training; or equivalent combination of education and experience. Public sector HR experience preferred, but not required.

SHRM/PHR® preferred;

- Demonstrates exceptional professionalism and confidentiality
- Proficient with HRIS, Google, MS Office, PowerPoint, Web Based Internet/Intranet, File Management as well as Computer management.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Working Conditions**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, hear within the normal range of conversation, and communicate in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and prepare and review a wide variety of written and electronic text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and standard office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand and sit and work at a keyboard for an extended period of time and work in an office environment.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or

who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Section 9 et.seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

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This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_