

Garfield County
Job Description

Title:	Human Resources Generalist (HR Generalist) I, II		
Department/ Office:	Human Resources	Reports to:	Human Resources Director
Section:		Pay Grade:	HR Generalist I: 4 HR Generalist II: 5
FLSA Status:	Non-Exempt	Driving Classification:	Marginal
Supervision Exercised:	None	Licenses/ Certifications:	None
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	HR Generalist I: 1 year experience in office setting; HR Generalist II: 2 years experience at HR Generalist I level.		

General Purpose:

Assist Human Resources Director in coordinating Human Resources programs and tasks.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

Human Resources Generalist I:

Under close supervision, performs the following essential functions:

1. Answers routine questions from employees and applicants about employment procedures and policies, benefits and other HR-related topics.
2. Performs routine recruiting functions, such as posting jobs internally and externally; and screening job applicants.
3. Processes new employee payroll set up and inputs and maintains HRIS records.
4. Coordinates training programs for County employees.
5. Orients new employees to policies and employee benefits.
6. Processes retirement documents.
7. Documents and inputs benefits changes.
4. Conducts exit interviews for terminating employees.
5. Backs up duties of HR Administrative Assistant.
6. Assists with annual compliance reporting.
7. Reviews all work products to ensure highest level of quality.
8. Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

Human Resources Generalist II:

1. Performs all essential functions of the HR Generalist I.
2. Acts as subject matter expert in one or more HR functional areas.
3. Communicates with department heads, employees and carriers to ensure compliance with Worker's Compensation, FMLA, STD, LTD, retirement, and other benefits.
4. Maintains workers' compensation, FMLA, STD and LTD files, active and inactive.
5. Maintains open communication with the retirement plan administrator and other benefits administrators to ensure employees are informed regarding their retirement plan contributions, matches and other benefits.
6. Reviews Personnel Manual to ensure that policies meet specified needs and are in compliance.
7. Acts as HR Director in his/her absence.
8. Assists HR Director with continuous improvement of the HR team.
9. Develops and conducts training on various topics for County employees.
10. Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

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Job Qualifications:

Human Resources Generalist I:

Knowledge of:

1. Federal, state and local laws pertaining to personnel administration and various compensation and benefit plans and practices.
2. Practices and procedures specific to Human Resources.
3. Modern office processes and procedures.
4. Keyboarding, data entry and word processing skills.
5. Grammar, spelling and punctuation.
6. Basic math skills.
7. Relevant computer hardware and software applications.

Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Speak effectively before groups of employees and respond to questions.
4. Read professional periodicals and journals, procedures and government regulations.
5. Effectively and efficiently provide customer service.
6. Handle stressful situations in a professional manner, including angry or difficult individuals.
7. Interpret a variety of written and verbal instructions with abstract and/or concrete variables.
8. File various forms of paperwork in alpha and numeric filing systems.
9. Apply Federal, state and local laws pertaining to personnel administration and various compensation and benefit plans and practices.
10. Establish and maintain effective working relationships with coworkers supervisors, other Departments/Offices, and other agencies.
11. Use appropriate resources to solve problems.
12. Work independently.
13. Understand and practice safety procedures and precautions.
14. Maintain a high level of professionalism and confidentiality.

Human Resources Generalist II:

In addition to the abilities required for the HR Generalist I, ability to:

1. Identify personnel/management problems and notify the Human Resources Director; make recommendations for solutions if appropriate.
2. Counsel employees in effective personnel practices.
3. Map processes and recommend necessary changes.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other Department employees, Elected Officials and employees at all levels within the organization.

External Contacts:

Frequently interacts with the general public; occasionally interacts with vendors or other organizations.

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Physical Activities and Work Environment:

The physical demands and work environment 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 otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to reach, grasp, finger, stand and/or sit for long periods of time, walk, talk and hear; occasionally required to lift and/or move up to 30 pounds; if purchasing training supplies, employee must be able to push, pull and/or lift from the ground into an automobile trunk or back or front seat of an automobile and lift supplies back out from auto to ground. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderately quiet, with frequent interruptions and multiple demands.

If assigned to the Sheriff's Office, the employee is often required to work in a confined, secure area in close proximity to jail inmates.

Required Travel:

Occasionally travels between County offices and outside the County for training and conferences.

Computers and Other Equipment:

Computer and relevant software applications; calculator; telephone system; postage machine; scanner; shredder; facsimile; copier.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.